

# Trade-In Credit Memo (template)

**Vendor Name:**  
**Street Address:**  
**City, State, Zip Code**  
**Country**  
**Phone XXX-XXX-XXXX Fax**  
**XXX-XXX-XXXX**  
**E-Mail:**

**Details:**  
**Invoice # XXX**  
**Purchase Order # XXX**  
**Quote # XXX**  
**Salesperson: Name**  
**Shipping Date: XX/XX/XXXX**

**To:**  
**Trustees of Dartmouth College**  
*(Name of recipient, Principal Investigator or Staff*  
*referenced as part of purchase)*  
**Email:**  
**Procurement Services**  
 7 Lebanon Street  
 Suite 313  
 Hanover, NH 03755  
 Phone 603.646.2149 Fax 603.646.3810

**Comments or Notes:** (insert reason for credit)

Signature below required

DESCRIPTION OF ITEMS (All peripheral items must be listed separately)					AMOUNT
Quantity:	Make:	Model:	Description:	Serial Number:	
1.					\$0.00
2.					
3.					
Company representative: _____					<b>Total: \$0.00</b>
Signature: _____					
Date: _____					

**Reason for Template:**

This Template is for reference only and can be used as guidance for Credit Memo(s) issued to Dartmouth College for Trade-in(s) of physical items as part of a Purchase Order. For additional guidance, refer to the Property, Plant and Equipment Management Policy (ID 024-0001) Appendix G or contact Dartmouth College, Procurement Services.