



RETURN OR TRADE-IN OF PROPERTY

Print, complete, and return to:

UMASS Lowell Property Office - Use Interoffice mail: Property Office / Wannalancit 415
or **FAX:** 45070

(Dept. Head/Dean/Director must sign this form)

Requestor's Name: _____ Department Name: _____

Requestor's Phone: _____

*Tags: use any of the following 1) Yellow CTag 2) Blue NTag 3) Red RTag 4) Green GTag

*Tag Number (if applicable)	Item Description	Model Number	Serial Number	Mfg.	Indicate R for Return T for Trade

I affirm that I have removed all data and files from any computer being returned or traded-in.

Dept. Head/Dean/Director (print) Date