

REQUEST FOR TRADE-OUT JOURNAL ENTRY FORM

1. University Department: _____
2. Provider: _____
3. Description of good(s) or service(s) provided TO the University:

4. Estimated value of good(s) or service(s) provided TO the University: \$_____
5. Basis for estimation (i.e. retail price, computed cost of good(s) or service(s) provided, etc.):

6. Description of good(s) or service(s) provided BY the University:

7. Estimated value of good(s) or service(s) provided BY the University: \$_____
8. Basis for estimation (i.e. retail price, computed cost of good(s) or service(s) provided, etc.):

Please make the appropriate accounting entry to record this trade-out agreement at the lower of the estimated value of goods provided to the University or by the University.

_____ Date _____

(Department Head Signature)

Questions concerning this specific policy, contact the Controller's Office at 797-1011. Submit this request to the accountant in the Controller's Office, UMC 2400, assigned to assist your department with accounting processes.