

## RETURN OR REPLACEMENT OF EQUIPMENT

For various reasons, equipment received must be exchanged, returned for credit, traded, or sold. The following guidelines are to be used for the return or replacement of equipment.

### Return of Equipment for Exchange or Credit

1. If equipment with a unit cost over \$5,000 is approved for return to the vendor and an asset number has been assigned, the requisitioner completes form 4cd-238 (Disposition, Transfer or Trade-in of College Equipment).

Requisitioner will forward form 4cd-238 with item to be returned to the location Receiving Clerk.

2. Receiving Clerk receives item with form 4cd-238 notifying that shipment is to be made. Receiving Clerk will prepare shipment enclosing a copy of form 4cd-238 in the package and retaining a copy of 4cd-238 in Receiving Department.

Receiving Clerk forwards a copy of form 4cd-238 to Purchasing after shipment to the vendor has been made.

3. Purchasing will update the Enterprise Resource Planning (ERP) system Fixed Asset Module to change the status and disposition.

If equipment is returned for credit, processing is complete at this point and a copy of form 4cd-238 is sent to the District Purchasing Department.

If equipment is approved for exchange, Purchasing will create a record in the ERP Fixed Asset Module.

4. Receiving Clerk affixes asset number to the equipment when received and updates ERP system.

### Trade-In of Equipment or Sale of Equipment In Lieu of Trade-In

1. Purchasing will indicate on the Purchase Order the equipment item to be traded-in or sold in lieu of trade-in (description, model number and asset number of item being replaced), and specify whether the item is to be traded-in or sold.

2. Requisitioner will complete form 4cd-238 (Disposition, Transfer or Trade-in of College Equipment) when replacement equipment is received. Requisitioner will forward a photocopy to the location Receiving Clerk and forward a copy to the person responsible for the location equipment inventory.

3. Receiving Clerk obtains item from the requisitioner at the time of delivery of the new equipment, if not already in the receiving area. Receiving Clerk transfers item to the vendor if a trade-in.

If a sale in lieu of trade-in, Receiving Clerk retains item in the receiving area, while Purchasing processes equipment in accordance with procedure for sale of surplus equipment.