**OKLAHOMA STATE UNIVERSITY
TRADE-OUT AGREEMENT**

**FORM: 3-0144 Exhibit 1**

|  |  |
| --- | --- |
| **UNIVERSITY DEPT:** |       |
| **ACCOUNT NO:** |       |
|  |
| **DATE:** |       |
| **COMPANY:** |       |
| **COMPANY CONTACT:** |       |
| **FEI/SS NUMBER:** |       |
| **ADDRESS:** |       |
| **CITY:** |       | **STATE:** |       |
| **ZIP:** |       |
| **PHONE NUMBER:** |       |
|  |
| **This is to certify agreement between**  |       | **, supplier,** |
| **and Oklahoma State University, for the trade of goods and/or services as specified.** |
| **SUPPLIER will receive:** |
|       |
| **DEPARTMENT DECLARED VALUE:** |       |
| **OKLAHOMA STATE UNIVERSITY will receive:** |
|       |
| **SUPPLIER DECLARED VALUE:** |       |
|  |
|  |  |  |
| **SUPPLIER** |  | **OKLAHOMA STATE UNIVERSITY** |
|  |  |  |
| Accepted for Supplier |  | Department Head | Date |
|  |  |  |
| Date |  | Dean/Division Head (over $5,000) | Date |
|  |  |  |
|  |  | Purchasing | Date |
|  |  |  |  |
| **ALL SIGNATURES REQUIRED FOR PROCESSING** |

***Reference: Oklahoma State University Policy and Procedures: 3-0144***