**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***