

University Capital Equipment Fabrication Form

Complete this form when constructing a system or apparatus from components, which otherwise may not be considered a capital asset.

INVENTORY SERVICES (612) 626-8222

Request Date: _____

Custodian Info: Custodian/PI Name: _____ Employee ID: _____
 Contact for Questions: _____ Phone: _____

Dept Info: Dept Name: _____ Dept ID: _____

Asset Info: Approximate end value of equipment: \$ _____
 Approximate In Service date: (mo/yr) _____
 Placement Location ID Code: _____

Fabrication Description:

<p>What will you call the end product fabrication?</p> <p>Is this being built as a deliverable to an outside agency or user?</p>

Chartfield Info:

%	Fund	DeptID	Program	Project	BudRef	CF1	CF2	CF3	EMPLID	PCBU	Act

Pre-assigned Asset ID# _____ Profile assigned (Item Category): _____

NOTE:

Inventory Services will provide the Asset ID and Profile to use for this fabrication. Please advise your department accountant and Procurement Specialist to reference the pre-assigned Asset ID and Item Category/Asset Profile on all Purchase Orders, Receipts, Vouchers and Invoices.

Certified approver:

If using sponsored funds _____ (Signature)

Unit/Department approver:

If using non-sponsored funds _____ (Signature)

Mail to: Inventory Services, Suite 4 WBOB, West Bank Campus Mail or Fax to: 612-626-8220