

FABRICATION REQUEST FORM

Purpose: Obtain unique identifier required for each equipment fabrication by Stanford personnel. A fabrication number is required prior to setting up PTA in Oracle Grants Accounting system.

Process Steps:

1. Principal Investigator (PI) or designee - complete Section I and forward to the Property Management Office (PMO) at 122 Encina Commons, M/C 6025; email to noreen.chen@stanford.edu; or fax to 5-7870.
 - a. Submit one request for each fabrication number needed.
 - b. Include all required documentations (bill of materials and dimensioned design drawing).
2. PMO – review and approve, then return completed form to PI.
3. PI or Designee – forward this approved form along with other required account set up documents to OSR for account set-up.

NOTE: At completion of the fabrication, PI must complete the FABRICATION COMPLETION FORM.

| Section I -- REQUESTOR USE ONLY – Principal Investigator or Designee | | | |
|--|---|---|------------------------|
| Request Date | | Requesting Department | |
| Fabrication Name (<i>Used as primary item name in asset record when complete</i>) | | | |
| Fabrication Purpose | | | |
| SPO#(s): | | | |
| Agreement Number(s) (<i>Funding Source or Contract #</i>) : | | | |
| Award Number(s) (Oracle award number): | | | |
| Contract Authorization Reference (<i>Contract section, clause, or deliverable line item number</i>) : | | | |
| Estimated Completion Date of Fabrication: | | Estimated Useful Life After Completion: | |
| Fabrication Budget | Material & Supplies (<i>For All Fabrications</i>) | Labor (Burdened) (<i>For Federal Contracts Only</i>) | Total \$0 |
| | \$ _____ | \$ _____ | |
| Fabrication Ownership (<i>Select ONE</i>) | Stanford | Federal | Other |
| | Taxable – Use ET 53195 | Non-Taxable – Use ET 55095 | Taxable – Use ET 55095 |
| Is item a Sponsor deliverable? | Yes _____ No _____ | If NASA fabrication, will item be permanent space hardware? | Yes _____ No _____ |
| Bill of Materials, including cost (<i>attach a copy</i>) | Copy Attached Yes _____ No _____ | | |
| Dimensioned drawing of the fabrication (<i>attach copy</i>) | Copy Attached Yes _____ No _____ | | |
| Location of fabrication effort | Quad _____ Bldg _____ Floor _____ Room _____ | | |
| PCARD use is not allowed for fabrication where the title is vested with a Federal sponsor . For information regarding the restricted use of P-Cards on fabrication projects please contact noreen.chen@stanford.edu | | | |
| Principal Investigator Concurrence To the best of my knowledge, this equipment fabrication will result in a unique, special purpose, non-commercially-available, standalone piece of capital equipment engineered and fabricated by Stanford. The total cost of material and supplies will be \$5,000 or greater and after completion will have a planned useful life of more than one year (two years if funded by a NASA contract). | | | |
| Principal Investigator Name (<i>Printed</i>) | | Principal Investigator Signature | |
| Principal Investigator Email | | Principal Investigator Phone Number | |
| Section II -- PMO USE ONLY | | | |
| Approver | Date | Fabrication Number | |

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