

## FABRICATION REQUEST FORM

**Purpose:** Request a Fabrication Number in order to identify an equipment to be fabricated by Stanford personnel. The fabrication number is required prior to setting up an account (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) by email: Lan Tang (littang@stanford.edu)
  - \*\*Submit one request for each fabrication number needed.
  - \*\*Include all required documentations (bill of materials and design drawing).
2. PMO - review and approve, then return completed form to PI.
3. PI or Designee - forward this approved form along with required account set up documents to OSR for account set-up.

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 <b><i>not allowed</i></b> for fabrication where the title is <b><i>vested with a Federal sponsor</i></b> . For information regarding the restricted use of P-Cards on fabrication projects please contact Lan Tang (littang@stanford.edu 650-723-7272)			
<b>Principal Investigator Concurrence</b> 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	