

# FABRICATION COMPLETION FORM

**Purpose:** Reporting completion of the fabricated equipment so that it can be capitalized, tagged and recorded as an asset in Oracle FA and Sunflower. This is to be completed when the fabrication is first placed in service.

**Process Steps:**

1. Principal Investigator (PI) – complete Section 1 and forward to the Property Management Office (PMO) at 122 Encina Commons, M/C 6025; email to [lttang@stanford.edu](mailto:lttang@stanford.edu); or fax to 5-7870. Submit one request for each fabrication completed.
2. PI – attach a photo of the completed equipment
3. PMO – verify and reconcile expenditures.
4. PMO – capitalize expenditures in Oracle Grants Accounting
5. PMO – assign a barcode (SU ID tag number) and initiate an asset record in Sunflower.
6. Department – Fix barcode on equipment and complete asset record in Sunflower.

<b>Section I -- Principal Investigator or Designee</b>		
Fabrication Number:		
SPO#(s):		
Award Number(s) (Oracle award number):		
Fabrication Completion Date:		
Photo of completed equipment <i>(attach a copy)</i>	Copy Attached Yes_____ No_____	
Location of fabricated equipment	Location of fabrication effort Quad _____ Bldg _____ Floor _____ Room _____	
<b>Principal Investigator Concurrence</b> To the best of my knowledge, this completed fabrication equipment is a unique, special purpose, non-commercially-available, standalone piece of capital equipment engineered and fabricated by Stanford and has 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
<b>Section II -- PMO USE ONLY</b>		
Approver	Date	SU ID Number (SU ID Tag Number)