

Notification of Fabricated Equipment -- “We’re Building a Capital Asset!”

Complete this form and send to Asset Management before the purchase of items that will be used in the fabrication of equipment that will have a combined cost of \$3,000 or more and have a useful life of more than one year. Asset Management will assign you a V-tag number to be used for tracking the fabricated item. All purchase requisitions for parts used in the fabrication of this asset should be copied to Asset Management with the V-tag number clearly indicated. If you are purchasing parts with a Pcard, send a copy of the invoice and indicate the tag number on the invoice. When the asset is complete, notify Asset Management and we will send the assigned V-tag.

Description and Ultimate Location of Item to be Fabricated	Estimated Date of Completion

“Always charge fabricated capital assets to Account 74080.”

Cost Center(s) to be Charged	Approx. Charge to Each Center
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

Form Completed By (name): Department: Date:

<i>This section to be completed by Asset Management/Equipment Inventory Management.</i>
Tag Number Assigned: Assigned by: Date Assigned:

“Put this Tag Number on every requisition, purchase order, and invoice pertaining to this fabricated asset.”