

Request for Fabrication

Departmental Information:

1. This form is to be completed and submitted to Asset Management (und.assetmanagement@UND.edu) at least two-weeks prior to the start date of a requested fabrication.
2. Asset management will issue a tag number for any approved fabrications.
3. The department is responsible for notating the fabrication tag number on the invoice of each expenditure associated with the fabrication. The department is also responsible for providing all expenditures associated with the fabrication to Asset Management monthly.
4. The department is responsible for coding all expenditures related to the fabricated equipment to account code 691020.
5. Upon completion of the fabrication, the department will notify Asset Management that the fabrication is complete via the Completion of Fabrication Notification form located on the Asset Management website.

Department Name: _____

Department Number: _____

Department Contact: _____ **Phone:** _____

Date submitted to Asset Management: _____

Expected start date of fabrication: _____

Expected completion date of fabrication: _____

Name of equipment after fabrication is complete: _____

Expected useful life in operation as originally capitalized: _____ years

Will the equipment be disassembled before the end of its useful life? _____

Will the fabricated equipment be used solely for research? _____

Expected completed cost of fabrication: _____

Of this total, list any known pieces of equipment and their respective costs that will be purchased for the fabrication which have an acquisition cost greater than \$5,000:

Will UND have title to the completed asset? _____

List all project numbers associated with this fabrication: _____

Signature of requestor: _____