

Request to Fabricate Capital Equipment

Must meet all 4 asset criteria on page 2

PATEO(s): Short Name of Equip. being Fabricated:			CATION ASSET #:		
PATEO(s): Short Name of Equip. being Fabricated:		(Fixed Asser	s Accounting will assign	ι)	
Short Name of Equip. being Fabricated:	Principal Investigator				
(for easy identification) Reason for Fabrication & Description of Equipment: Projected Date (Month/Year) When Equipment will first be functional: Projected Date (Month/Year) When Fabrication will be Finished: Estimated Total Dollar Value when Finished: Estimated Useful Life Span of Equipment (No of Yrs): Location of Equipment [Signature – Principal Investigator) [Signature - Chair] Date: [Signature - Office of Sponsored Programs	PATEO(s):				
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Projected Date (Month/Year) When Fabrication will be Finished: Estimated Total Dollar Value when Finished: Estimated Useful Life Span of Equipment (No of Yrs): Location of Equipment Date: (Signature – Principal Investigator) Date: (Signature - Chair) Date:	Reason for Fabrication	n & Description of	Equipment:		
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Location of Equipment Date: (Signature – Principal Investigator) Date: (Signature - Chair) Date: (Signature - Office of Sponsored Programs	Estimated Total Dolla	\$			
Date:	Estimated Useful Life	Span of Equipmen	nt (No of Yrs):		
(Signature – Principal Investigator) Date: (Signature - Chair) Date: (Signature - Office of Sponsored Programs	Location of Equipmen	ıt			
(Signature - Chair) Date: (Signature - Office of Sponsored Programs				Date:	
(Signature - Chair) Date: (Signature - Office of Sponsored Programs	(Signature – Principal	Investigator)			
(Signature - Office of Sponsored Programs				Date:	
(Signature - Office of Sponsored Programs	(Signature - Chair)				
	(G:) O O O O O	0 15		Date:	
Data	(Signature - Office of	Sponsored Program	ms	ı —	
(Signature - Fixed Assets Accounting Group	(Signature Fixed Ass	rate Accounting G	roun	Date:	

PLEASE NOTE: 1) No expenditures for fabricating capital equipment will be allowed until this form has been approved as indicated in the policy.

2) Following approvals, all purchase requisitions/Purchase orders MUST refer to the fabricated asset # or they will be disallowed.

Determination of Fabrication Equipment to be a Capital/Fixed Asset

Please check box for each of the four criteria below:			NO
1.	The cost of the fabrication equipment will be a minimum of \$5,000 upon completion		
2.	The fabricated equipment will have a useful life of greater than one year		
3.	The fabricated equipment will be titled to or owned by UVA		
4.	The fabricated equipment will function as a standalone item or as integral part of a larger UVA-owned system.		

Revised March 9, 2011