

Equipment Fabrication Number Request Form

Instructions:

1. Submit one request for each fabrication number requested.
Note: *A Fab number must be obtained prior to submitting a PTA setup in Grants Accounting.*
2. Provide copy of the Sponsor's approval for this fabrication – either an approval letter or a copy of the pages in the sponsored agreement authorizing the fabrication.
3. Email the completed request to, email mcanio@stanford.edu, or fax to 5-7870.

Date _____ Fabrication No, _____ SU ID tag# _____
(Assigned by PMO) (Assigned by PMO)

Requestor Name: _____

Phone: _____ Email: _____

Fabrication Name: _____
(Name to be recorded in asset record)

Contract Authorization Reference: _____
(Contract section, clause, or deliverable line item number)

Award Number: _____
(Internal funding number, grants/contract number)

Requesting Department/Organization: _____

Principal Investigator: _____ Phone: _____

Fabrication Budget Amount: \$ _____ Est. Completion Date: _____

Taxable (*Check One*): YES ___ NO ___ (*use on all purchases for this fabrication*)

Title Vest (*check one*): Stanford ___ Sponsor ___ (*must agree with taxable status above*)
(ET-53195) (ET-55095)

Is this fabrication "deliverable" to Sponsor? (*check one*): Yes ___ No ___

Will the fabrication be "permanent space hardware"? (*check one*) Yes ___ No ___

Location of fabrication efforts: Quad _____ Bldg _____ Room _____
