



Property Management Office

Equipment Fabrication Completion Form *(effective January 1, 2025)*

Purpose and definition: Reporting the completion of fabricated equipment so that it can be capitalized, tagged and recorded as a capital asset in Oracle FA and Sunflower. Submit this form when the fabrication is first placed in service. Additional details available in the Property Manual at <https://ora.stanford.edu/ora-units/property-management-office/property-management-manual/26-fabrication>

Request steps:

1. P.I. or designee confirms with designated financial accountant that all charges are charged to the assigned fabrication PTA.
2. Principal Investigator (P.I.) or *Designee*: complete Sections I & II.
3. Email documents to Equipment-fab@lists.stanford.edu. Submit one form for each fabrication.
4. PMO: Preform final review, reconcile and capitalize expenditures in Oracle Financials. Create the asset record in Sunflower, notify DPA and affix SUID barcode on equipment.

Section I – Completed by P.I. or Designee

Fabrication Number	Completion Date
Financial Review Held	Total Fabrication Cost

Attached Photo of Completed Equipment

Location of Fabricated Equipment:

Quad: _____ Bldg.-Fl.: _____ Room: _____ Dept.: _____

Building Name:

Section II – Signed by P.I. or Designee

P.I. or Designee Concurrence: To the best of my knowledge, this completed fabrication equipment is a unique stand-alone piece of capital equipment built by Stanford personnel and has a planned useful life of more than one year (two years, if funded by NASA).

Name (Printed)	Signature
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Additional Notes