



# Property Management Office

## Equipment Fabrication Completion Form

**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://doresearch.stanford.edu/policies/property-management-manual/acquisition/fabrication#anchor-1739>

**Request steps:**

1. Principal Investigator (P.I.) or Designee: complete Sections I & II.
2. Email documents to [Equipment-fab@lists.stanford.edu](mailto:Equipment-fab@lists.stanford.edu). Submit one form for each fabrication.
3. PMO: complete Section III. Also, verify, reconcile and capitalize expenditures in Oracle Financials. Initiate an asset record in Sunflower and affix tag on equipment.

<b>Section I – Completed by P.I. or Designee</b>	
Fabrication Number	
Date placed in service	
Photo of Completed Equipment attached: Yes _____ No _____	
Location of Fabricated Equipment: Quad-Bldg # _____ Room # _____ Department _____	

<b>Section II – Signed by P.I.</b>	
<p><b>P.I. Concurrence:</b> 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).</p>	
P.I. Name ( <i>Printed</i> )	P.I. Signature

<b>Section III – PMO Use Only</b>		
Capitalized Date	By	SU ID Number (barcode #)