



# Property Management Office

## Equipment Fabrication Request Form

**Purpose and definition:** Request a task number to build a unique stand-alone piece of equipment, or scientific instrument, by Stanford personnel. Total cost must be \$5,000 or greater and useful life of one year or more (two years, if funded by NASA). Additional details available in the Property Manual <https://doresearch.stanford.edu/policies/property-management-manual/acquisition/fabrication#anchor-1739>

### Request steps:

1. Principal Investigator (P.I.) or Designee completes Section I; P.I. signs Section II.
2. Email completed form to [Equipment-fab@lists.stanford.edu](mailto:Equipment-fab@lists.stanford.edu)
3. PMO: review, assign a fabrication task in Section III and return form to requester.
4. **Please include fully approved and signed form when submitting to OSR for PTA set-up.**

Section I – Completed by P.I. or Designee			
Fabrication Name			
Fabrication Purpose			
Department		SPO	Oracle Award #
Designated Lab Point of Contact (Name, Email, Phone)			
Estimated Completion Date		Estimated Useful Life After Completion	
Fabrication Budget	Material & Supplies	Labor Task (For NASA Contracts ONLY)	Total \$
	\$	\$	
Fabrication Ownership (Select ONE)	Stanford	Federal	Other
	Taxable – Use ET 53195	Non-Taxable – Use ET 55095	Taxable – Use ET 55095
<b>Required Attachments</b>	Itemized list of Materials	Schematic Drawing	
Location of Fabrication Effort:			
Bldg. Name _____ Quad # _____ Bldg. # _____ Room # _____			

PCARD use is not allowed for fabrication where ownership vests with a Federal Sponsor. Reimbursements are not allowed on any fabrications.

Please contact Scott Ray ([scottray@stanford.edu](mailto:scottray@stanford.edu), 725-9839) for further guidance.

Section II – Signed by P.I.		
<b>P.I. Concurrence:</b> To the best of my knowledge, this equipment fabrication fully meets the purpose and definition stated above.		
P.I. Name	P.I. Signature	
Section III – PMO Use Only		
Approver	Date	Fabrication Number