

Notification of Fabricated Equipment When Building a Capital Asset

Complete this form and send it to capitalassets@vanderbilt.edu **before** the purchase of items that will be used in the fabrication of equipment having a combined cost of **\$5,000** or more. In turn, Asset Management will assign an asset tag number used for tracking the fabricated item.

All transactions need to be charged to account 74080 with the tag number clearly indicated on every requisition, purchase order, and invoice pertaining to this fabricated asset.

If you are purchasing parts with a One Card, send a copy of the invoice to Capital Assets and indicate the tag number.

When the asset is complete, it is the department's responsibility to notify Asset Management by emailing capitalassets@vanderbilt.edu. Then, the asset's total cost will be uploaded to the Fixed Asset system & the tag will be mailed to the department to secure on the asset.

Description of Item to be Fabricated	
Ultimate Location of Item to be Fabricated <small>(Please include Building & Room number)</small>	Estimated Date of Completion

Cost Center(s) to be Charged	Center End Date	Approx. Charge to Each Center
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Form Completed By (name):	
Department (name & number):	
Date:	

<i>This section to be completed by the Finance department.</i>	
Tag Number Assigned:	
Assigned by:	
Date Assigned:	