

## Instructions for completing the Fabricated Equipment Request Form

If your financial unit has decided to fabricate capital equipment for use, you must complete the attached fabricated equipment request form **before** processing any transactions.

**Please, read all instructions through entirely.**

- The asset must abide by University capitalization policy and meet criteria for fabricated capital equipment. All check boxes must be checked to approve eligibility for capitalization.
  - The total cost of all transactions related to the fabricated asset exceeds **\$5,000.00 per unit** once asset is complete.
  - Once asset is complete, the asset will continue to serve Vanderbilt Research efforts with a life of **1 year or more.**
  - Asset has a reasonably certain **completion date.**
  - Once asset is complete, asset will **remain at Vanderbilt University** and is not a deliverable of a sponsored award.

### **NEW REQUEST:**

- Once Finance receives the completed request form, they will in turn assign a fabricated asset tag number used for tracking the fabricated item. Please make sure to notify Finance if the asset cannot be tagged, so that Finance can assign the appropriate tag number.
  - In order for all costs to be captured and capitalized under the fabricated asset tag, **all transactions are to be charged to natural account 1740 and/or expenditure type Fab Equip (projects).** The assigned tag number must be clearly indicated on every purchase order and invoice pertaining to the fabricated asset.
  - If you are purchasing parts with a One Card, please send a copy of the invoice to Finance by emailing [capitalassets@vanderbilt.edu](mailto:capitalassets@vanderbilt.edu) and clearly indicate the assigned tag number.

### **REVISED REQUEST:**

- If at any point the actual costs have exceeded the budgeted amount or the estimated date of completion will need to be extended, the department must submit a revised fabricated request form updating the appropriate information.

### **ASSET COMPLETE:**

- **When the asset is complete, it is the financial unit's responsibility to ensure the fabricated asset gets recorded and capitalized appropriately.** In order to confirm completion, please submit a fabricated request form indicating asset complete, confirming all costs. Once this form is submitted to Finance at [capitalassets@vanderbilt.edu](mailto:capitalassets@vanderbilt.edu), the asset's total cost will be uploaded to the Fixed Asset Sub Ledger in Oracle's Asset Management and the preassigned asset tag will be mailed to the department to secure on the asset.

Assigned Fabricated Asset Tag (FXXXXX)

**VANDERBILT  UNIVERSITY**  
**FABRICATED EQUIPMENT REQUEST FORM**

Please read the instructions page prior to completing this form. Once complete, send to Finance ([capitalassets@vanderbilt.edu](mailto:capitalassets@vanderbilt.edu)) for processing.

**Action Required (Check only one)**

**New Request:**      
 **\*Revised Request:**      
 **Asset Complete:**

\*Revised is intended to be in place of original fabricated request form, not in addition to.

Include Preassigned Asset Tag

**Description of Item to be Fabricated**

**PI Name and Location of  
Fabricated Item**

**Est Date of Completion/  
Date put into Service**

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**Chart of Account String(s) to be Charged  
(Entity.Net Asset Class.Financial Unit.1740.Program.Activity)**

**Project Number(s)  
(AA\_XXXXXX)**

**Charges**

	Chart of Account String(s) to be Charged (Entity.Net Asset Class.Financial Unit.1740.Program.Activity)	Project Number(s) (AA_XXXXXX)	Charges
<i>E.g.</i>	<i>150.05.15250.1740.000.000</i>	<i>GC_404818</i>	<i>\$X,XXX.XX</i>
1.			
2.			
3.			
4.			
5.			

**Total Capital Charges**

**Comments**

**Form completed by**

Name	E-Mail Address	Business Phone Number
Financial Unit Name	Financial Unit Number	Date

**Form Approved by (FUM required)**

Financial Unit Manager Name	E-Mail Address	Business Phone Number
Financial Unit Name	Financial Unit Number	Date

**THIS SECTION IS TO BE COMPLETED BY FINANCE**

<b>Fabricated Asset Tag Number Assigned</b>	<b>Assigned by</b>	<b>Dated Completed</b>
<b>Revision / Capitalized</b>	<b>Assigned by</b>	<b>Dated Completed</b>

**Comments**