THE UNIVERSITY OF ARIZONA | **Financial Services**

Use this form to report the completion of a unique, stand-alone piece of equipment constructed from individual parts that requires creative design effort by University of Arizona personnel and cannot reasonably be purchased off the shelf from a vendor or commercial supplier. Total cost must be $5,000 or greater and useful life must be one year or more once completed. Additional details are available in the Property Management Manual sections 5.10 for Deliverables and 5.30 for Fabrications.

Instructions: Once the fabrication is placed into service, complete the appropriate section(s) and submit this form to the appropriate team based on the account used in the request:

- **Sections I and II** are completed by the department: The Principal Investigator (PI) or Business Office should complete these sections and email to:
  - For 1XXXXXX, 2XXXXXX, and 5XXXXXX accounts, send to: FNSV-PropertyManagement@arizona.edu.
  - For 3XXXXXX and 4XXXXXX accounts, send to: property@arizona.edu and FNSV-PropertyManagement@arizona.edu.
- **Section III** is completed by Property Management. Update Asset Type and In-service Date on Asset Record in UAccess Financials and mark this form complete.

Section I - Completed by Principal Investigator or Business Office		
Tag Number	In-Service Date	Asset Type
Is photo of completed equipment attached?	☐ Yes ☐ No	If no, provide explanation
Equipment Location	☐ On-Campus Building Name Building Code Room No. Sub-Room No.	☐ Off Campus Name Address City State ZIP Code Country

Section II - Principal Investigator or Business Office Concurrence	
Principal Investigator or Business Office Certification: To the best of my knowledge, this equipment fabrication fully meets the purpose and definition stated above, and has been placed into service as of the indicated date.	
Name	Signature
Title	

Section III - Property Management Use Only		
☐ Asset Update Complete	Completed by	Date Completed