



Use this form to request an asset tag number to build 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:

1. Requesting Department: Principal Investigator (PI) or Business Office complete and sign Section I and email to the appropriate team based on the account used to purchase:
 - For purchases on 1XXXXXX, 2XXXXXX, and 5XXXXXX accounts, send to: FNSV-PropertyManagement@arizona.edu.
 - For purchases on 3XXXXXX and 4XXXXXX accounts, send to: property@arizona.edu.
2. Sponsored Projects Services (SPS) Property: Review and complete Section II and forward to Property Management.
3. Property Management: Review, complete Section III and forward to requesting department.
4. Requesting Department: Attach completed form to purchase document for the first component purchase.



Section I - Completed by Principal Investigator or Business Office

<input type="checkbox"/> Fabrication (University use)				<input type="checkbox"/> Deliverable (Delivered to Sponsor)			
Description of equipment							
Description of creative design effort							
Asset Type Code		Account Number		Organization Code		Organization Inventory Unit Code	
Department Point of Contact		Name		Phone		Email	
Budget: <input type="checkbox"/> Attached <input type="checkbox"/> Included in UAR Proposal							
Estimated Completion Date		Estimated Cost		Estimated Useful Life After Completion			
Equipment Location		<input type="checkbox"/> On Campus Building Name Building Code Room No. Sub-Room No.			<input type="checkbox"/> Off-Campus Name Address City State Zip Code Country		
Principal Investigator or Business Office Certification: To the best of my knowledge, this equipment fabrication fully meets the purpose and definition stated above.							
Name			Signature				
Title							

Section II - SPS Property Use Only

Agency Title Code	<input type="checkbox"/> University Owned Object Code: 7XXX (for any dollar amount)		<input type="checkbox"/> Sponsor Owned Or Deliverable Object Code: 7760 (for any dollar amount)		Approver	
					Date	

Section III – Property Management Use Only

Asset Number		Tag Number		Approver		Date	
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