

Fabricated Equipment policy located in Property Manual, [PRO 210](#)

Name of fabricated unit: \_\_\_\_\_

Description of functionality:

Listing of major parts:

Unit to be located at: \_\_\_\_\_ ; \_\_\_\_\_  
(Building) (Room)

List all funding sources: \_\_\_\_\_

List index(es), if available: \_\_\_\_\_

Warning: Ownership (Title-to code) must be the same. Split Funding may cause university ownership issues.

**Certification:**

I certify this proposed fabricated unit meets the requirements for being (1) complete in itself, (2) movable as a single unit, (3) physically traceable to one location, and that (4) the parts will remain together until the entire asset unit is surplus.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ BC: \_\_\_\_\_

\*A basic schematic diagram must be attached which demonstrates how the parts work together\*

**Return completed form to Fixed Asset Property Managers within Business Affairs.**

**Business Affairs - Property Management use only**

This application has been reviewed based on the criteria as outlined in the Property Management Manual, section PRO 210. The following determination is made:

- Approved as one unit
- Not Approved; Process as individual pieces

**Authorized by:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Approval and basic schematic diagram must be filed with proposal Transmittal Form or RERF Request. After Funding is approved, forward with the initial Purchase Request to the buyer within your Business Center.*