

THE OHIO STATE UNIVERSITY RESEARCH FOUNDATION
1960 KENNY ROAD, COLUMBUS, OHIO 43210-1063

**FABRICATED EQUIPMENT REQUEST
AND COMPLETED PROPERTY NOTIFICATION**
(see second page for instructions)

Part 1 – Fabricated Equipment Request – (to be completed by the PI and submitted to the RF Property Administrator.)

Date _____ RF Project _____
Dept. Name _____ Phone No. _____
Address _____ Fax No. _____
PI Name _____ PI Signature _____

- (1) Indicate Master Project No under which a subproject is being requested for the item being constructed: _____
(2) Name and description of item being fabricated: _____
(3) Expected completion date (must be 45 days prior to project end date): _____
(4) Include Attachments A, B, and C and summarize below: _____

Description of Fabricated Equipment Expenses	Total Budgeted Estimated Cost (completed by PI)	Total Actual Cost (completed by OSURF Property)
Total material items and components listed in Attachment A		
Total services listed in Attachment B		
Total equipment items listed in Attachment C		
Total Cost of Fabricated Equipment		

Part 2 – Program Officer Approval and Subproject No.

(to be completed by OSURF Program Officer.)

Subproject approval and Subproject No.:

(1) Sponsor Approval not required required

(2) Subproject No. is _____

(3) Program Officer Approval _____
(Signature and Date)

Part 3 – Research Foundation Approval, Property Identification No.

(To be completed by OSURF Property Administrator)

OSURF Property Administrator approval and Property Identification No.

(1) OSURF Property Administrator approval _____

(2) OSURF Property Identification No. is _____

Part 4 – Notification of Completed Property

(To be completed by the PI.)

Complete the items listed below and return this form to the OSURF Property Administrator, after the “Fabricated Equipment” has been constructed:

(1) PI Certification that all items purchased under Property Tag No. _____ were used for the fabrication of equipment listed on the front of this form.

(PI Printed Name, Signature, and Date)

(2) Indicate laboratory room number and building name where this equipment is located.

Room No. _____ Building Name _____

Important: Remember that both the Subproject No., Part 2 (2), and the Property Identification No., Part 3), as shown above, must be on all 1303 requisitions. This is required to establish accurate property records for your project.

FABRICATED EQUIPMENT REQUEST
AND COMPLETED PROPERTY NOTIFICATION
(continued)

Purpose: This form is to be completed and submitted to the Research Foundation Property Administrator each time there is a need to fabricate equipment that meets OSURF's definition of equipment, see below. This is your request for a Subproject No. (see Part 2) and a Property Identification No. (see Part 3 to be established). Upon approval, a Property I.D. No. and a Subproject No. will be created under the Master Project No. specified and for the amount shown in the Total Budgeted Estimated Cost column, Part 1. This form will then be returned to you authorizing the purchase of items and services required to fabricate an equipment item. The Property I.D. No. and the Subproject No. listed on this form must be indicated on all 1303 Requisitions submitted to RF Purchasing. All items and services purchased must be used for the fabrication of the equipment identified on this form. All procurements must be processed through RF Purchasing using standard purchase orders. This excludes the use of LTDPOs, Pick Up Orders, Requests for Reimbursements, and Cost Transfers.

Instructions

Part 1 – Fabricated Equipment Request – to be completed by the PI along with Attachments A, B, and C. After completion of Part 1, submit this form to the Research Foundation Property Administrator in RF Purchasing.

Part 2 – Program Officer Approval and Subproject No. – to be completed by the RF Program Officer. If approved, your Program Officer will establish a subproject under the Master Project No. that you have specified in Part 1. The budget for this subproject will be the estimated total shown in Part 1, Item 4.

Part 3 – Property Administrator approval and Property Identification No. – to be completed by the RF Property Administrator. Upon approval by the Property Administrator, a Property Identification No. will be issued. This Identification No. must be indicated on all 1303 requisitions requesting purchases of items and services used in the fabrication of equipment.

Part 4 – Notification of Completed Property – to be completed by the PI after the fabricated equipment has been constructed. The PI must then return this form to the RF Property Administrator. An equipment I.D. Tag will then be issued and placed on the item constructed. The value of the equipment will be based on the sum total shown on all RF purchase orders. The OSURF Property Administrator will then add this item to the property inventory.

Definition – Equipment is a nonexpendable item of capital movable or personal property with the following characteristics:

- Has an acquisition cost of \$500 or more per unit
- Has a useful life expectancy of two years or more
- Will not be expended or consumed in research.
- Is complete in itself and will retain its identity as a separate item.

NOTE: Delivery as an end item, or incorporation into a system to be delivered as an end item, does not change this definition as long as all of the previously stated criteria are met.)

Component Part – the part of a unit of equipment that cannot be used independently of the remaining piece of equipment and cannot function separately apart from the main unit to which it is attached. Replacement parts will not be considered as equipment. Replacement or Repair parts refer to a component which is incorporated in a piece of equipment to restore it to its original condition.

Send to:
Research Foundation
Purchasing Department 1960
Kenny Road, 4th Floor
Columbus, OH 43210-1063

Phone No. 292-6871
Fax No. 292-6870

