



Notice of Fabrication and Request for Fabrication Fund(s)

P/A use only
Asset #

I. Equipment Information

- a. Name of equipment/system
b. Location(Building Name & Room #)
c. Estimated total cost
d. Responsible Department/Org. Name Number
e. Start Date Estimated Completion Date
f. Check here if change to existing fabrication Reason for change
g. Upon completion will equipment remain at Rice? yes no (if no where will it be shipped?)

II. Cost/Budget Information - Major Components

Table with 3 columns: Description, Manufacturer(s), Estimated Cost. Includes a Total row and a note: 'Note: This amount must agree with item c. above'.

Other<5,000.00 each

III. Funding Sources - for dedicated Fabrication Funds

Transfer budget as indicated to the dedicated fabrication fund(s).

Table with 5 columns: Controller's use only Fabrication Fund #, Fund #, Org. #, Acct. #, Amount. Includes a Total row and a note: 'Note: This amount must agree with item c. above'.

(Controller's Office will process the budget transfers after fabrication fund numbers are assigned. Department will be notified of new fund number(s).)

IV. Acknowledgements/Certifications

- a. Items charged to the fabrication fund(s) will comply with Purchasing Policy for component parts in accordance with Policy No. 814, Policy No. 809-79 and Purchasing & Payment Manual sections 11 and 12.
b. I understand component parts are integrated parts of the fabrication and cannot be used independently.
c. Only items meeting these guidelines will be charged to fabrication fund(s).
d. I understand I am responsible for ensuring correct coding.
e. I understand that the appropriate F & A will be charged for non-capital account codes.

Authorized Signature(s) Date Department Chair Date
Printed Name(s)

Forward completed form to Property Accounting-MS70

Reviewed by: Property Accounting Research Accounting

FTMFUND FRAGRNT FRMFUND FOATEXT MEMO JV