# Request to Fabricate Capital Equipment

**Must meet all 4 asset criteria on page 2**

<table>
<thead>
<tr>
<th>FABRICATION ASSET #:</th>
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Principal Investigator

PATEO(s):

Short Name of Equip. being Fabricated: 
(for easy identification)

Reason for Fabrication & Description of Equipment:

Projected Date (Month/Year) When Equipment will first be functional:

Projected Date (Month/Year) When Fabrication will be Finished:

Estimated Total Dollar Value when Finished: $

Estimated Useful Life Span of Equipment (No of Yrs):

Location of Equipment

(Signature – Principal Investigator) Date:

(Signature - Chair) Date:

(Signature - Office of Sponsored Programs) Date:

(Signature - Fixed Assets Accounting Group) Date:

**PLEASE NOTE:** 
1) No expenditures for fabricating capital equipment will be allowed until this form has been approved as indicated in the policy. 
2) Following approvals, all purchase requisitions/Purchase orders MUST refer to the fabricated asset # or they will be disallowed.
Determination of Fabrication Equipment to be a Capital/Fixed Asset

Please check box for each of the four criteria below:  

1. The cost of the fabrication equipment will be a minimum of $5,000 upon completion
   □   □

2. The fabricated equipment will have a useful life of greater than one year
   □   □

3. The fabricated equipment will be titled to or owned by UVA
   □   □

4. The fabricated equipment will function as a standalone item or as integral part of a larger UVA-owned system.
   □   □

Revised March 9, 2011