



Brigham Young University Request to Fabricate Capital Equipment

Send or email original to am@byu.edu. Retain a copy for your department
Questions - Contact: Ben Wake, ben_wake@byu.edu, C-249 ASB, 2-9766

| | |
|------------------------------------|--------|
| General Accounting Office use only | R-Proj |
| TAG#: | |

Responsible Person: _____ Extension: _____

Department: _____

Reviewed—Research Office: _____ Date: _____

Fabricated equipment is constructed or developed by combining parts or materials into one identifiable unit. To be considered a fabricated capital asset:

- All component parts must work together as one unit
- The total cost of all parts in the completed unit must meet the \$5,000 capital equipment threshold; and
- The completed fabrication must have a useful life of two years or more

Prior to ordering any components a capital equipment tag number must be obtained from General Accounting. When ordering or purchasing components, the tag number must be included in the:

- Requisition Name field of the Purchase Requisition, or
- Work Order field of the Chrome River Expense report

Request Tag# from Ben Wake, ben_wake@byu.edu, C-249 ASB, 2-9766

TAG# ASSIGNED: _____

Description:

Justification

Chartfield used to purchase equipment: R- Project Number Account Class
_____ - _____ - _____

Expected Completion Date: _____

Estimated Cost: _____

Location of Asset: _____