



Last Revised Date: 4/24/2025

Notification of Fabricated Equipment

Complete this form and send to Equipment Accounting or email to controller-equipment@case.edu before the purchase of items that will be used in the fabrication of equipment that will have a combined cost of \$5,000 or more and have a useful life of more than one year. Equipment Accounting will assign you a tag number to be used for tracking the fabricated item. All purchase requisitions for parts used in the fabrication of this asset should have the tag number clearly indicated.

Notify Equipment Accounting at controller-equipment@case.edu when fabrication is complete and someone will come out to tag the fabricated asset.

Description of Item to be Fabricated	Current On-Site Location of Components	Estimated Cost of Completion	Estimated Date of Completion
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If the final location is different than the current on site location, an Inventory Change Request Form must be completed.

Form Completed by (name):

Department:

Date:

This section to be completed by Equipment Accounting:

Tag Number Assigned:

Assigned by:

Date:

Put the Tag Number on every requisition, purchase order, invoice, P-Card transactions, and manual journal entry pertaining to this fabricated asset.