

Notification of Fabricated Equipment

Complete this form and send to Equipment Accounting or email to equipment-contact@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. When the asset is complete, notify Equipment Accounting and we will tag the fabricated asset.

Description of Item to be Fabricated	Ultimate Location of Item to be Fabricated	Estimated Date of Completion

Form Completed By (name): _____
Department: _____
Date: _____

This section to be completed by Equipment Accounting.

Tag Number Assigned: _____
Assigned by: _____
Date Assigned: _____

Put the Tag Number on every requisition, purchase order, and invoice pertaining to this fabricated asset.