



Notice of Fabrication and Request for Fabrication Fund(s)

Property Accounting Use Only
Asset #

I. Equipment Information

- a. Equipment/System Name
b. Location: Building Name / Room #
c. Estimated Total Cost
d. Responsible Dept Name/Organization #
e. Start Date Estimated Completion Date
f. Check here if this is a change to an 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 (attach additional list if needed)

Table with 3 columns: Description, Manufacturer(s), Estimated Cost. Includes a Total row at the bottom.

Note: This amount must agree with item c. above. Total

III. Funding Sources - for dedicated Fabrication Fund(s)

Transfer budget(s) from the below funding sources to the fabrication fund(s).

Table for Controller's use only: Fabrication Fund #(s) Assigned

Table with 4 columns: Fund #, Org. #, Acct. #, Amount. Includes a Total row at the bottom.

Note: This amount must agree with item c. above. Total

IV. Acknowledgements/Certifications

- a. Items charged to the fabrication fund(s) will comply with Rice Policy 809, Control of Equipment and Other Property, and related procedures, including:
(1) A fabrication creates an equipment item meeting unique research specifications by assembling it from a number of components that are integrated into the fabrication and that cannot be used independently.
(2) The equipment/system to be fabricated is not a prototype, as described in Sec. I.C.3 of Policy 809: "A prototype, which is a property item created by assembling a number of components and, when completed has a useful life of less than one year, is not equipment."
b. Only items meeting these guidelines will be charged to fabrication fund(s).
c. I understand I am responsible for ensuring correct coding.
d. I understand that the appropriate F&A will be charged for non-capital account codes on a sponsored project fabrication fund.
e. This request does not constitute a change in scope for any sponsored project funds listed in III, above.

*Authorized Approver(s) (PLs if using R funds) Date

* Chair/Designee Approval (if >\$100,000) Date

* Approvals required - (1) sign; or (2) copy the required approver(s) on the email forwarding the form; or (3) include approval support with the pdf.

Printed Name

Printed Name

***** FORWARD PDF OF COMPLETED FORM AND SUPPORT TO PROPERTY ACCOUNTING (fascard@rice.edu) *****

After reviewing, the Controller's Office will (1) process the budget transfer(s) and (2) notify department of fabrication fund #(s).

Property Acctg

Research and Cost Accounting