



To:

From: Benjamin DeGennaro Jr. / Office of Property Management

Date:

Subject: Fabricated Capital Equipment: **UNIT-DEPT, SOURCE No, Name of the Fabrication**

_____ / _____ / _____

This memo is concerning the proposed equipment fabrication for the above-cited account. The University will record this item in the property system as a capital asset. Each item constructed should meet the University's capitalization policy. Please submit the following information for each item that will be constructed.

- Detailed description of fabrication being constructed:
- Expected date of completion:
- Expected location of completed item:
- Expected useful life of item upon completion:
- Name of individual to contact when fabrication is completed so that Property Management may tag the completed item:
- Supply a DETAILED list of the items, which will comprise the completed fabrication and an estimated cost for each item.

The Boston University asset ID number that will be supplied after the successful completion and approval of this application will be good for the construction of one asset.

Additional assets will require additional asset ID tag numbers.

(PLEASE BE AWARE THAT TOOLS AND SUPPLIES, WHICH DO NOT BECOME A PERMANENT PART OF THE FABRICATION, MUST NOT BE CHARGED TO OBJECT CODE 955.)

Please review the description for Object Code 955 and the Property Management Manual's section on fabrications before processing any charges for this item. Upon receipt and review of this information by the Property Management Office, a University asset identification number will be issued for each fabrication. This number must be referenced on each purchase of materials that will become a permanent part of the fabrication.

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