Property Management Office

Equipment Fabrication Request Form

Purpose and definition: Request a task number to build a unique stand-alone piece of equipment, or scientific instrument, by Stanford personnel. Total cost must be $5,000 or greater and useful life of one year or more (two years, if funded by NASA). Additional details available in the Property Manual
https://doresearch.stanford.edu/policies/property-management-manual/acquisition/fabrication#anchor-1739

Request steps:
1. Principal Investigator (P.I.) or Designee completes Section I; P.I. signs Section II.
2. Email completed form to Equipment-fab@lists.stanford.edu
3. PMO: review, assign a fabrication task in Section III and return form to requester.
4. **Please include fully approved and signed form when submitting to OSR for PTA set-up.**

Section I – Completed by P.I. or Designee

Fabrication Name			
Fabrication Purpose			
Department		SPO	Oracle Award #
Designated Lab Point of Contact (Name, Email, Phone)			
Estimated Completion Date		Estimated Useful Life After Completion	

Fabrication Budget	Material & Supplies	Labor Task (For NASA Contracts ONLY)	
	$	$	Total $

Fabrication Ownership (Select ONE)	Stanford	Federal	Other
	Taxable – Use ET 53195	Non-Taxable – Use ET 55095	Taxable – Use ET 55095

Required Attachments	Itemized list of Materials	Schematic Drawing	

Location of Fabrication Effort:

Bldg. Name_____ Quad # _____ Bldg. # _____ Room # _____
_____

PCARD use *is not allowed* for fabrication where ownership vests with a Federal Sponsor.
Reimbursements *are not allowed* on any fabrications.

Please contact Muhammad Bhatti (mbhatti@stanford.edu, 725-7890) for further guidance.

Section II – Signed by P.I.

P.I. Concurrence: To the best of my knowledge, this equipment fabrication fully meets the purpose and definition stated above.

P.I. Name	P.I. Signature

Section III – PMO Use Only

Approver	Date	Fabrication Number