

FAS Division of Science

Fabrication or System Request Form

Please select the nature of your request:

Fabrication: A fabrication is equipment that is constructed or developed by combining parts or materials into one identifiable unit. To be considered a fabrication all component parts must work together as one unit, the aggregate cost of all parts in the completed unit meet the \$5,000 capital equipment threshold; and the completed fabrication has a useful life of one year or more.

Example: purchasing nuts, bolts, screws, and other raw parts and materials, which require assembly over time either at Harvard or by a third-party. For instance, a home-built 2-photon microscope.

Object Codes: 6811 (non-sponsored), 6812 (sponsored)

Multi-component System: Multi-component equipment is comprised of individual pieces of equipment or material items that are connected together to operate as a system. Component pieces that individually cost less than the capitalization level but, when combined, exceed the capitalization level, shall be capitalized when purchased for one functional unit.

Component pieces can be purchased from separate vendors and/or with separate invoices. Multi-component equipment is distinguished from fabrications in that multi-component equipment does not generally require construction or assemblage over time.

Example: combining a microscope, camera, anti-vibration table, and computer to form an imaging system.

Object Codes: 6803 (non-sponsored), 6804 (sponsored), 6813 (non-sponsored), 6814 (sponsored), 6815 (non-sponsored), 6816 (sponsored)

I'm not sure and would like to request divisional review

Principal Investigator: _____

Asset Description: _____

GL Transaction Codes:

Tub	Org	Obj Code	Fund	Activity	Sub Act	Root	Percentage

Start Date: _____

Estimated Completion Date: _____

Estimated Total Cost: \$ _____

Title: Harvard / Federal Gov't / Other _____ Sponsored Award # _____

Form Completed By: _____

Date: _____

To be completed by Division of Science Research Operations Equipment Management Office:

Tag # _____ **Dept/Sponsored Review Provided By:** _____

Authorizing Signature: _____

Please Return to:

Division of Science Equipment Management Team, 52 Oxford Street, NWL B227.30, Cambridge, MA 02138 or by e-mail to sciequip_admin@fas.harvard.edu