

## Fabricated Equipment Form

**Purpose:** This form provides details for the fabricated equipment necessary for the Property Accountant in Accounting Services to capitalize the equipment in NU Financials once it is deemed complete and in-service.

**Procedure:** Please complete fields below and attach to the fabricated equipment Change Request form for OSR.

**Note on Location:**

Please list actual physical location where equipment is planned to be located, even if it is an off-campus location (i.e., neither EV or CH campuses).

**Note on Tagging Equipment:**

If equipment is located on-campus (CH or EV), the Property Accountant will coordinate with the department to tag the equipment with an NU Capital Equipment sticker.

If off-campus, the Property Accountant will provide a NU Capital Equipment sticker to arrange for tagging of equipment in a manner that works best for their department.

For questions, please contact Equipment Services at [equipment@northwestern.edu](mailto:equipment@northwestern.edu)

1. Name of Principal Investigator (PI) or custodian (person responsible for equipment)

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2. Email Address of PI

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3. Department of PI

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4. Location of the Fabricated Equipment (Building and Room Number)

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5. Estimated Total Cost of Equipment

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6. Estimated Date of Completion

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Last revised date: February 2020