PRP-5  INVENTORY TAG ASSIGNMENT FOR FABRICATION

MAIL FORM TO PROPERTY MANAGEMENT (PRP/MGT-0905) ROOM 170 UH-ERP, BLGD 3

FROM: (DEPARTMENT)  UHMAIL CODE:

PRINCIPAL INVESTIGATOR:  PRINT/TYP NAME:

PHONE:  DATE:

ITEM TO BE CONSTRUCTED, FABRICATED OR ASSEMBLED:

________________________________________________________________________

ITEM TO BE LOCATED IN BUILDING:  ROOM:

COST CENTER:

ESTIMATED COMPLETION COST:

DATE OF COMPLETION:
Note: Purchases after this date will be classified as maintenance and not capital expenditures.

INVENTORY TAG NUMBER ASSIGNED:

PROPERTY MANAGER APPROVAL:  DATE:

INSTRUCTIONS: Above items to be completed by the department, except tag number.
Send to Property Management PRIOR to requisitioning ANY parts or material for this fabrication.
Property Management will assign INVENTORY TAG NUMBER and return form to the department.
The department MUST reference tag number on ALL requisitions related to this fabrication.
The department will write: "COST ADDED TO TAG #------" on ALL requisitions. Attach copy of PRP-5 to all requisitions sent to Purchasing Department.

NOTE: Stand-alone equipment used to monitor or control the fabrication are not considered part of the fabrication and will be assigned their own individual tag number, if they meet capitalization criteria. Examples would be computers, printers, etc.