**Fabrication**

**Definition:** Fabricated equipment is defined as any piece of equipment with a value of $3,000 or greater, and with a useful life of at least three years, which has been assembled from parts purchased with supply or non-inventory equipment accounts (714***). *This includes items purchased via a PCARD.*

All Georgia Tech equipment that is assembled from parts which were not purchased under an equipment account code must be properly recorded as inventoried equipment (account range 743*** and value of $3,000 to $4,999.99) or capitalized equipment (account range 84**** and value equal to or exceeding $5,000.00) once completed.

**Procedure**

1. Inform department property coordinator to tag the asset and enter in the Self-tag Page in the Asset Management (AM) System.
2. Complete fabrication form (including the tag number) and submit to Property Control (PC) with supporting documentation and completed Cost Transfer Form. PC mail code is 0303.
3. PC will validate the purchases and submit to Grants & Contract to correct the acct. codes.
4. Note: Please allow 7 to 10 business days after submission for accounts to be adjusted.

**Instructions for completion of the Fabrication Form:**

**Link for form:** [http://www.procurement.gatech.edu/property-control](http://www.procurement.gatech.edu/property-control)

1. Enter the scientific name of the equipment, if applicable. Enter the common name of the equipment. Enter which name should be placed in the description field of the inventory records. This is the name, which will appear on equipment reports to the department.
2. Check if the title to the equipment belongs to the state or another agency.
3. Enter the name and telephone number of the equipment custodian for the department.
4. Enter the various cost components of the equipment. This includes materials purchased, external labor cost, transportation and any other costs involved. Enter the total cost.
5. Check whether the above costs are for a new item of equipment or is added value (upgrade) to an existing item of equipment.
6. Enter Georgia Tech decal number of existing equipment if item is an upgrade.
7. If federal funds were involved in the construction of the equipment, the amount MUST be identified along with the sponsoring agency.
8. Enter the name of the building, the room number and the department, which has physical custody of the equipment.
9. The form must be signed and dated by the Department Head or his/her designee. Also enter the phone number of the Department Head or designee.
10. The property coordinator should tag the equipment and enter the required information into the Asset Management System. Use the assigned tag number on the Cost Transfer Form. **A Cost Transfer Form must be completed in order to correct the account codes.**
11. Mail completed form with supporting documentation and completed Cost Transfer Form to Property Control at Mail Code 0303.
Other helpful links:

Cost Transfer form: http://grants.gatech.edu/main/policies-procedures-and-forms/standard-forms/