



# Harvard University FAS and SEAS Fabrication and System Request Form

Please select the nature of your request:

- Fabrication
  Multi-Component System
  I'm not sure

**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)

## Fabrication Information:

Principal Investigator:

Asset Description

Tub	Org	Obj. Code	Fund	Activity	Subact	Root
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Start Date:  Estimated Completion Date

Estimated Total Cost

Title to Equipment:  Harvard  Federal Govn't  Other

Form Completed By:

To be completed by the Capital Assets Program Office:

Tag No.  Dept/ Sponsored Reviewer:

Authorizing Signature: