

# Harvard University

## Fabrication Project Request Form

Initiates a fabrication and its initial identification number. Departments may complete and retain locally and/or forward to their school's Equipment Management Office.

Principal Investor / department staff initiating fabrication:

phone:

e-mail address:

GL transaction codes:

Tub	Org	Obj Code	Fund	Activity	Sub Act	Root

Tag # \_\_\_\_\_ (use same tag # for each subsequent addition to fabrication)

Beginning date of  
fabrication project

Est. date for  
placement in service

Location - building  
and room

Est. final value of fabrication \$ \_\_\_\_\_

Title: Harvard / federal gov't / other \_\_\_\_\_ (name agency if federal)

Sponsored Award # \_\_\_\_\_

Department authorized signature

Date