

## Fabricated Equipment Request Form

In accordance with MBL's [Capital Equipment Management Policy K.1.10](#), those who wish to fabricate or construct a single standing item with a total value of \$5,000 or more must submit this request form to their Center Director for initial approval. If approved, this form must be submitted to the Procurement Office, [purchasing@mbl.edu](mailto:purchasing@mbl.edu), with each purchase of items for the fabricated equipment.

<b>CUSTODIAN INFORMATION</b>			
Name:		Center Affiliation	
Date of Request:		Email Address:	
<b>FABRICATED EQUIPMENT</b>			
Name of fabricated unit:			
Location of unit:			
Name of person(s) constructing the equipment:			
List all applicable funding sources that will be used:			
Description of the functionality of the fabricated equipment:			
Estimated cost of entire unit:			
<b>CERTIFICATION</b>			
<p>I certify this proposed fabricated unit meets the requirements for being (1) complete in itself, (2) movable as a single unit, (3) physically traceable to one location, and (4) that the parts will remain together for a duration of at least one year.</p> <p>I have attached a list of major components of the fabricated equipment and a basic schematic design which demonstrates how the parts work together.</p> <p>Custodian Signature: _____ Date: _____</p> <p>Center Director Signature: _____ Date: _____</p>			
<b>FOR PROCUREMENT OFFICE ONLY</b>			
<p>This application has been reviewed based on the criteria as outlined in the Capital Equipment Management Policy. The following determination is made:</p> <p><input type="checkbox"/> Approved as one unit.</p> <p><input type="checkbox"/> Not Approved. Process as individual pieces</p> <p><b>Authorized by:</b></p> <p>Signed: _____ Date: _____</p> <p>Printed Name: _____</p>			