

Columbia University
Fabricated Equipment Profile Application <FKA Fabrication Project Code (FPC) Form>

Name of Fabrication (Name should be unique to the project and 30 characters or less)																															
Estimated Completion Date (Operational date/technological feasibility)																															
If No Estimated Completion Date, Reason (If Applicable)																															
Estimated Cost at Completion (Total cost of fabrication must greater than \$5,000)																															
Estimated useful life once placed in service (Needs to be two or more years to be considered capital equipment)																															
Can this equipment be tagged? Yes No																															
Reason for Fabrication Profile (choose one)																															
The item is a unique instrument/machine that will be considered permanent equipment																															
Prototype that will be a deliverable for a contract																															
"Parent/Child" configuration																															
All components have a cost under \$5,000																															
Scope of work																															
Do you expect to use a PCARD for purchasing components of this asset? Yes No																															
Do you know the Vendor(s) that will be engaged during this fabrication? If so, please list them below.																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;">Chartstring</td> <td colspan="4" style="text-align: center;">Chartstring 2 (if split funded)</td> </tr> <tr> <td style="text-align: center;">Department</td> <td style="text-align: center;">Project</td> <td style="text-align: center;">Activity</td> <td style="text-align: center;">Segment</td> <td style="text-align: center;">Department</td> <td style="text-align: center;">Project</td> <td style="text-align: center;">Activity</td> <td style="text-align: center;">Segment</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Chartstring				Chartstring 2 (if split funded)				Department	Project	Activity	Segment	Department	Project	Activity	Segment								
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Department	Project	Activity	Segment	Department	Project	Activity	Segment																								
Contact Info																															
Principal Investigator				Project Manager (if different from PI)																											
Name				Name																											
Title				Title																											
Email				Email																											
Phone				Phone																											
Below for Capital Asset Accounting (CAA) use ONLY																															
Date received																															
Profile Assigned																															
Assigned by																															
Date tagged																															
<p>Completed form should be e-mailed to Capital Asset Accounting (CAA) at equipment@columbia.edu. Please note that a fabrication profile is required for every Requisition, purchase order, non-PO voucher, and p-card purchase charging the 68100 natural account. In order to expedite processing and approval of these transactions, please submit this form in advance of your first transaction. We thank you in advance for your cooperation.</p>																															
*Please attach copy of award document supporting the fabrication.																															