

TO: PROPERTY MANAGEMENT(PRP/MGT-0905) ROOM 114, SCHLUMBERGER, BLDG 2

FROM: (DEPARTMENT) _____ UHMAIL CODE: _____

PRINCIPAL INVESTIGATOR: _____ PRINT NAME: _____

PHONE: _____ DATE: _____

ITEM TO BE CONSTRUCTED, FABRICATED OR ASSEMBLED: _____

ITEM TO BE LOCATED IN BUILDING: _____ ROOM: _____

ACCOUNT NUMBER: _____

ESTIMATED COMPLETION COST: _____

DATE OF COMPLETION: _____

Note: Purchases after this date will be classified as maintenance and not capital expenditures.

INVENTORY TAG NUMBER ASSIGNED: _____

PROPERTY MANAGER APPROVAL: _____ DATE: _____

INSTRUCTIONS:

Above items to be completed by the department, except tag number.

Send to Property Management PRIOR to requisitioning ANY parts or material for this fabrication.

Property Management will assign INVENTORY TAG NUMBER and return form to the department.

The department MUST reference tag number on ALL requisitions related to this fabrication.

The department will write: "COST ADDED TO TAG #-----" on ALL requisitions. Attach copy of PRP-5 to all requisitions sent to Purchasing Department.

NOTE: Stand-alone equipment used to monitor or control the fabrication are not considered part of the fabrication and will be assigned their own individual tag number, if they meet capitalization criteria. Examples would be computers, printers, graphic recorders, oscilloscopes, meters, etc.