

Fabricated Equipment Questionnaire

Purpose : This form provides details for the fabricated equipment necessary for the Property Accountant in Accounting Services to capitalize the equipment in NU Financials once it is deemed complete and in-service.

Procedure : Please complete fields below and attach to the fabricated equipment Change Request form for OSR.

Note on Location :

Please list actual physical location where equipment is planned to be located, even if it is an off-campus location (i.e., neither EV or CH campuses).

Note on Tagging Equipment:

If equipment is located on-campus (CH or EV), the Property Accountant will coordinate with the department to tag the equipment with an NU Capital Equipment sticker.

If off-campus, the Property Accountant will provide a NU Capital Equipment sticker to arrange for tagging of equipment in a manner that works best for their department.

For questions, please contact Equipment Services at equipment@northwestern.edu

1. Name of Principal Investigator (PI) or custodian (person responsible for equipment)

2. Email Address of PI

3. Department of PI

4. Name of Fabricated Equipment

5. Location of the Fabricated Equipment (Building and Room Number)

6. Estimated Total Cost of Equipment

7. Estimated Date of Completion

Last revised date: January 2021