

## RIT Capital Equipment Fabrication Request

Complete the following information for each request and forward to the Property Accounting (EAS 6025) [jfmcto@rit.edu](mailto:jfmcto@rit.edu) for approval.

Description of Capital Equipment	Dept #	Object* (1625X)	Project # **	Cost Estimate***	Estimated Completion Date****	Location -Bldg & Rm	Tag#

\* Objects 16250 through 16254 and 16259 (Construction project furniture and fixtures) are available.

\*\* If the project number is a grant or contract, SPA will review for grant/contract compliance prior to establishing a line item in the budget.

\*\*\* In order for the equipment to be capitalized, the total cost of the component parts must be  $\geq$  \$ 5,000. Do not included salaries or wages of RIT employees. Costs of services, including delivery and installation may be included, if applicable. Departments must maintain documentation for all component parts.

\*\*\*\*Contact Property Accounting ([jfmcto@rit.edu](mailto:jfmcto@rit.edu)) and SPA when the capital equipment is in use or there is a significant date change.

\_\_\_\_\_  
**Name of Responsible Individual**

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Signature of Responsible Individual**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Accounting Approval / SPA Approval**

\_\_\_\_\_  
**Date**