

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
FINANCIAL AND ADMINISTRATIVE PROCEDURES

FABRICATION PROJECT INITIATION REPORT - USNH 11-022F

When a fabrication project is beginning, fill out the top half of this form and send a copy of the form to the applicable address below.

USNH Property Control
Email to: foc.accounting@usnh.edu

Please use a separate form for each project. Email USNH Property Control.

Project Name: _____ Banner Grant Code: _____

Project Director: _____

Fabricated Item Description (detailed): _____

Department: _____ Location (Building and Room #) _____

Funding Source(s):

Banner Fund _____ Org _____ Banner Fund _____ Org _____

Banner Fund _____ Org _____ Banner Fund _____ Org _____

Project Begin Date: _____ Project End Date: _____

Custodian Name: _____ Phone # _____

Equipment Manager: _____ Phone # _____

Additional Information: _____

When fabrication project has been completed, fill out the bottom half of this form and send a copy to USNH Property Control.

TOTAL COST: _____

FUNDING SOURCE: FUND _____ ORG _____ AMOUNT: _____

FUNDING SOURCE: FUND _____ ORG _____ AMOUNT: _____

FUNDING SOURCE: FUND _____ ORG _____ AMOUNT: _____

FUNDING SOURCE: FUND _____ ORG _____ AMOUNT: _____

LOCATION OF COMPLETED FABRICATED ITEM (MUST BE COMPLETED):

CAMPUS: _____ BLDG NAME: _____

ROOM NUMBER: _____ OR OFF-SITE LOCATION: _____

COMPLETION DATE: _____ RESPONSIBLE PERSON(S): _____

DATE: _____ DEPARTMENTAL SIGNATURE: _____