

# PROPERTY MANAGEMENT GUIDELINES

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## FABRICATION

### POLICY

- University department may find it necessary to fabricate or assemble from raw materials and/or component parts by the department to achieve the desired functionality. The value of the equipment built will meet or exceed the capitalization threshold of \$5,000. The Property Custodian must notify Property Management prior to fabrication. This ensures that all material and assembly costs are capitalized. The total fabrication carries one unique identification number in the Property Management inventory system.

### PROCEDURE

- Form PRP-5, "Fabrication Request" must be completed by the Property Custodian, approved by the College/Division Administrator and submitted to Property Management prior to any purchases.
- A university inventory tag number is assigned to the fabrication by Property Management, and all purchases must reference the assigned tag number.
- Department fabricating equipment should always utilize account 58605 on purchase vouchers for purchasing components of the fabricated equipment. After the first purchase voucher, a university inventory tag number is assigned to the fabrication by Property Management; the department should reference the assigned tag number on future purchase vouchers used to purchase additional components of the fabricated equipment. All questions regarding fabricated equipment should be directed to Property Management.
- Form PRP-5, Inventory Tag Assignment for Fabrication is located at:  
<http://www.uh.edu/finance/Departments/Property%20Management/PRP%205.pdf>