

UNIVERSITY SYSTEM OF NEW HAMPSHIRE  
FINANCIAL AND ADMINISTRATIVE PROCEDURES  
**FABRICATION PROJECT REPORT - USNH 11-022F**

**Please note: This is a electronically enabled form that can be directly submitted via email. It can also be printed, completed and sent via campus mail. When submitting via email, simply complete the form, select the appropriate location below and send the email with the completed form attached.**

**When a fabrication project is beginning fill out the top half of this form.**

UNH Fixed Asset \_\_\_\_\_ or \_\_\_\_\_ USNH Property Control Management \_\_\_\_\_ VPFA Office  
Dunlap Center  
207 Thompson Hall

**Please use a separate form for each project. Call UNH Fixed Asset Management (862-5041) or USNH Property Control (862-4263) with any questions.**

Project Name: \_\_\_\_\_ Banner Grant Code: \_\_\_\_\_

Project Director: \_\_\_\_\_

Fabricated Item Description (detailed): \_\_\_\_\_  
\_\_\_\_\_

Department: \_\_\_\_\_ Location (Building and Room #) \_\_\_\_\_

Funding Source(s):

Banner	_____	Org	_____	Banner Fund	_____	Org	_____
Fund Banner	_____	Org	_____	Banner Fund	_____	Org	_____
Fund	_____				_____	Org	_____

Project Begin Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Custodian Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Equipment Manager: \_\_\_\_\_ Phone # \_\_\_\_\_

(UNH only) BSC Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Additional Information: \_\_\_\_\_

**When fabrication project has been completed, fill out the bottom half of this form.**

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: \_\_\_\_\_ EQUIP MANAGERS(S): \_\_\_\_\_

DATE: \_\_\_\_\_ DEPARTMENTAL SIGNATURE: \_\_\_\_\_