

UNIVERSITY OF HAWAI'I
FORM INSTRUCTIONS
FABRICATED EQUIPMENT (FMIS-73)

PURPOSE

This form is used to establish a decal number for equipment that has been fabricated by the University of Hawai'i

DATA ITEM

COMPLETION INSTRUCTIONS

All fields must be completed unless noted otherwise.

CAMPUS	Enter the 2-digit campus code in which the property resides.
DATE	Enter date form prepared.
PROPERTY CUSTODIAN	Enter name of property custodian.
DEPARTMENT	Enter department of property custodian.
EQUIPMENT DESCRIPTION	Enter brief description of equipment.
ADDITIONAL DESCRIPTION	Enter any additional information which may assist in identifying or classifying equipment.
IN-SERVICE DATE	Enter date equipment first put into service.
LOCATED AT	Enter 4 or 5-character building code or location in which property resides.
BUILDING CAMPUS CODE	Enter 2 character FMIS campus code associated with the building code.
OWNERSHIP	Check appropriate box for equipment vesting.
FMIS SL ACCOUNT CODE	Enter 6-digit FMIS account code.
AWARD NUMBER	Enter award number.
VALUE OF MATERIALS AND SUPPLIES	Enter total dollar value of materials and supplies used in the construction of equipment.
VALUE OF LABOR CONSUMED IN CONSTRUCTION	Enter total dollar value of labor used in the construction of equipment.
TOTAL VALUE OF FABRICATION	Enter total of materials, supplies and labor.
SIGNATURE OF FISCAL OFFICER	Fiscal Officer's signature.
F.O. CODE	Enter Fiscal Officer's code.
DATE	Enter date form signed.
ASSET NUMBER	Do not complete. Number to be assigned by Inventory Management.
DECAL NUMBER	Do not complete. Number to be assigned by Inventory Management.