

FABRICATED PROPERTY REPORTTO: **Property Control**

DATE _____

PROPERTY DESCRIPTION

Scientific Name _____ Common Name _____

Name to place in description field of perpetual inventory records _____

Does Title to the property vest with GIT? Yes _____ No _____

Custodian of Property: _____ Phone: _____

Financial Officer: _____ Phone: _____

COST OF PROPERTY

Materials or Component Parts \$ _____

External Labor Costs \$ _____

Transportation \$ _____

Other Costs (explain on back) \$ _____

Total Cost \$ _____

Workday Worktag _____

Is this new property an addition or upgrade to existing inventoried equipment? Yes _____ No _____

If "yes", enter inventory CAE Tag number of existing property: CAE Tag# _____

If funds from a Federal agency were spent in making this property, give the name of the Federal agency:

_____ Amount of Federal Funds involved: \$ _____

LOCATION OF PROPERTY

Building: _____ Room Number: _____

Cost Center: _____ Phone: _____

I certify that I have reviewed this form and the supporting documentation. I also certify that the costs listed above were used for the fabrication of this equipment and were purchased in compliance with Georgia Tech's procurement policies and procedures.

PI/Custodian - Printed Name_____
PI/Custodian - Signature_____
Date_____
Cost Center Head - Printed Name_____
Cost Center Head - Signature_____
Date

Show only one unit of property per form. Use a continuation sheet if necessary to report additional equipment.