

Instructions for the Fabricated Asset Form

Fabricated Assets are defined as being unique, one of kind and constructed by Missouri Western State University. Internal staff, resources, equipment, and/or materials are used to construct a building, piece of machinery, fixture, furniture or equipment for Missouri Western's use. The aggregate cost of materials, supplies, and components must be \$1000 or greater and is included as part of the acquisition cost for the completed asset. Once the acquisition cost is established the asset will then be recorded in the Capital asset system. Overhead (indirect) costs are not included unless they were incrementally increased by the construction of the asset. University constructed assets threshold and depreciable life is based on the type of asset.

- **Section I: Department Fabricating Asset**

- Department Name = Name of department transferring the asset
- Department Index = Index of the department transferring the asset
- Prepared By = The name of the person preparing the transfer
- Email = The email of the person preparing the transfer
- Ext = The phone extension of the person preparing the transfer
- Department Chair/Director's Signature
- Date = The date the transfer was prepared
- Description of Fabricated Equipment = Detailed Description
- Fabricated Equipment Location =
 - Building Name = The name of the building the asset will be located in once the physical transfer is completed
 - Room # = The room # the asset will be located in once the physical transfer is completed
 - All rooms on campus are numbered.
 - Many locations on campus are broken up into suites. If a location is broken up into suites each suite has a letter.
- Serial Number = Use the serial number off the main component. If a serial number does not exist use some type of identify number such as model number.

- **Section II: Fabricated Asset Information**

- Fabricated Asset Parts = Description of each part ordered (one line per purchase)
- Purchase Order# &/or Pcard = PO number used for purchase and/or the pcard information.
- Purchase = Date the transaction
- Total Cost = Cost of item purchased
- Copy of Receipt/Invoice Attached = Attach a copy of the purchase receipt and/or invoice
- If other tagged assets were used in creating the fabricated asset indicate the MWSU tag#.

- **Make a copy for Departmental Records**

******Once the form has been completed forward the original fabricated asset form with the required receipts to the Capital Asset Accountant in Popplewell 220.**

Please call the Capital Asset Accountant, X5917 for questions