

UNIVERSITY SYSTEM OF NEW HAMPSHIRE  
FINANCIAL AND ADMINISTRATIVE PROCEDURES

**FABRICATION PROJECT INITIATION REPORT - USNH 11-022F**

**When a fabrication project is beginning, fill out the top half of this form and send a copy of the form to the applicable address below.**

**USNH Property Control**  
**Email to: foc.accounting@usnh.edu**

**Please use a separate form for each project. Email USNH Property Control.**

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

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

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

\_\_\_\_\_

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

Funding Source(s):

Banner Fund \_\_\_\_\_ Org \_\_\_\_\_

Banner Fund \_\_\_\_\_ Org \_\_\_\_\_

Banner Fund \_\_\_\_\_ Org \_\_\_\_\_

Banner Fund \_\_\_\_\_ Org \_\_\_\_\_

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

Custodian Name: \_\_\_\_\_

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

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

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**When fabrication project has been completed, fill out the bottom half of this form and send a copy to USNH Property Control.**

TOTAL COST: \_\_\_\_\_

FUNDING SOURCE: FUND \_\_\_\_\_ ORG \_\_\_\_\_ AMOUNT: \_\_\_\_\_

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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: \_\_\_\_\_ RESPONSIBLE PERSON(S): \_\_\_\_\_

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