

**INVENTORY DEPARTMENT  
FABRICATED EQUIPMENT EXPENDITURE UPDATE FORM**

Today's Date: \_\_\_\_\_

MSU Inventory Tag #: \_\_\_\_\_

Department Internal Project #: \_\_\_\_\_

Department Name & CUC: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

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Date Fabrication was Initiated: \_\_\_\_\_

Estimated Date for  
Substantial Completion: \_\_\_\_\_

Date Equipment Meets  
Substantial Completion: \_\_\_\_\_

Fabrication Discontinued:     **yes**        **no**

Expenditures to Date: \_\_\_\_\_

Account Number(s) & Amount(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person & Phone Number: \_\_\_\_\_

Equipment location (bldg & room): \_\_\_\_\_

***Instructions for use:***

Per the Manual of Business Procedures - Section 224, on a semi-annual basis, but preferably quarterly basis, the fabricating department(s) is required to record and report all readily identifiable non-labor/non-salary costs (092 expenditures) associated with the fabricated equipment.

Department fabricating equipment is to complete and submit this form to:  
Inventory Department  
102 Angell Building  
Fax: 3-2024