

**UNIVERSITY OF HAWAI'I  
SUBSTANTIAL COMPLETION OF FABRICATED EQUIPMENT**

Asset Representative: \_\_\_\_\_

Asset Number: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

Asset Description: \_\_\_\_\_

An asset fabrication is deemed substantially complete when the equipment is first used for its intended purpose or when the funding award has expired.

By assigning the substantial completion date, you are notifying the Property and Fund Management Office (PFMO) that the asset is ready for its intended use and can begin to depreciate. PFMO will assign the substantial completion date as the asset in-service date and the asset will be assigned an equipment asset type code which will determine the useful life of the asset.

**Fabrication is substantially complete:**

\_\_\_\_\_  
Signature of Asset Representative or  
Authorized Designee

\_\_\_\_\_  
Substantial Completion Date

\_\_\_\_\_  
Print Name of Asset Representative or  
Authorized Designee

**Fabrication is still under construction:**

\_\_\_\_\_  
Signature of Asset Representative or  
Authorized Designee

\_\_\_\_\_  
Estimated Substantial Completion Date

\_\_\_\_\_  
Print Name of Asset Representative or  
Authorized Designee