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

Revision Date: 01/22/16