



Asset Management
 Old Main 101 • 1000 E. University Avenue • Laramie, WY 82071
 phone: 307-766-2302 • fax: 307-766-6762 • email: property@uwyo.edu

Fabrication Request Form

Instructions:

1. Please fill out sections 1 through 3 of this form completely.
2. Do not fill out areas in gray.
3. Asset Management will process the form and return an Asset ID Tag # to you.
4. If you have any questions about this form or the process, contact Asset Management.

SECTION 1

Organization Property
 Administrator Name: _____
 Organization/Dept Name: _____
 Organization Number: _____
 Contact Phone: _____
 Contact Email: _____

SECTION 2

Please enter as much information as possible about each item in the table below.

Organization # (5-digit)	Organization Name	Item Description (required)	Building Name	Room # / Location	Anticipated Cost	Upgrade to Existing Asset? (Y/N)	Grant Funding? If yes, include project #	Asset ID Tag # (Asset Mgmt to fill)

SECTION 3

Organization Property Administrator Signature required below

_____ Signature _____ Date

Send This Form via UW Campus Mail, scanned into an email (property@uwyo.edu), or fax (307-766-6762) to UW Asset Management Office for approval

Asset Management Use Only

Date Received: _____ By: _____

Date Processed: _____ By: _____

Notes:
