University of South Carolina
Equipment Build

UNIVERSITY OF South Carolina

Date _____

Department Code: _____ (6 digit code)

USCSP Project ID: _____ (USCSP project IDs are 8 digits and begin with a "1")

USCSP Sponsor: _____

If not USCSP, USC Chartfield:

Op Unit	Dept	Fund	Class	PC Unit	Project

Identify all assets that will be built at the completion of work:

				For Controller's Office Use Only:	
Asset Description	**Estimated Cost**	**Location Code***	**Intended Final Use**	**Asset ID**	**Tag #**
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		
			(SELECT ONE)		

If more space is needed, please attach a separate spreadsheet

Principal Investigator Attestation:

By signing this document, I certify to best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Principal Investigator (printed)	Signature	Date

Notice:
For purchases that make up these equipment builds, be sure to use the following accounts for all charges and notate which build the charge is for. No additional adjustments to expenses are required.

Expenses to be combined to create build, charged via Purchase Order, or Payment Request, use 56213 (49001A)

Expenses to be combined to create build, charged via Purchasing or Team Card, use 53026

**** Be sure to inform the Asset Management Team when an Asset Build is tested and fully operational. This will be the In Service date.**

*Location codes can be found in PeopleSoft Finance Query: **SC_SYSTEM_LOCATION_SEARCH**
To access this query, navigate to Main Menu > Reporting Tools > Query > Query Viewer in Finance PeopleSoft and enter the query name, listed above, in the Query Name field.

Asset Management Team, USC Controller's Office
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