



CARLETON LABORATORY

Columbia University | Engineering

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Fax: +1.212.854.4084
Email: carleton@civil.columbia.edu

Fabrication Request Form

Date: _____

ACCOUNT INFORMATION MUST BE FILLED OUT COMPLETELY, NO BLANK SPACES

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**REQUESTING
DEPARTMENT**

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PC BUS

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**PROJECT
UNIT**

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ACT.

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INITIATIVE

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SEGMENT

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**FUND
CODE**

REQUESTER:

Name	UNI	Approval Signature
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PRINCIPAL

INVESTIGATOR:

Name	UNI	Approval Signature
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BUSINESS

MANAGER/DAF:

Name	UNI	Approval Signature
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DESIRED COMPLETION DATE:

DESCRIPTION OF WORK REQUESTED	ESTIMATE		ACTUAL COST**	
	HOURS	COST	HOURS	COST
TOTAL				

SIGNATURE UPON COMPLETION:

* Fabrication Request Form must be signed by the Requester, Account Owner, and Account Manager for work to commence.

** While estimates will be provided at the best of lab management's ability, the client will be charged actual time worked at a rate of \$75/hour plus materials and supplies. Upon completion of work, the Carleton Laboratory will debit total project cost by ITJE. Services will be charged to -64005 natural account, materials to -61500 natural account.

FABRICATION REQUEST

CARLETON LABORATORY

ILLUSTRATION OF FABRICATION PROJECT

A large grid area for illustrating a fabrication project. The grid consists of 20 columns and 30 rows of small squares. The top row of the grid is shaded gray and contains the text 'ILLUSTRATION OF FABRICATION PROJECT'. The rest of the grid is white with black grid lines.