**Email Completed Form to:** **FAR\_Fixed\_Assets@harvard.edu**

|  |  |
| --- | --- |
| **Date of Request:** |  |
| **Tub No.:** |  |
| **Oracle Asset Number:** |  |
| **Asset Cost:** |  |
| **Date to be Placed in Service**[**1**](#_bookmark0)**:** |  |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Debt Funded WIP**[**2**](#_bookmark1) **Loan Coding**

(Please fill in the boxes that are not greyed out.)

## Reminder: Ensure that last month of interest on WIP has been recorded by OTM and posted to asset before submitting cost

**Loan Term** (cannot be longer than the useful life of the asset): years.

**Loan Liability:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Tub | Org | Object | Fund | Activity | Subactivity | Root |

**Loan Principal Payment:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Tub | Org | Object | Fund | Activity | Subactivity | Root |

**Loan Interest Charges:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Tub | Org | Object | Fund | Activity | Subactivity | Root |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# Tub Approval:

Signature: Date:

##

Name:

##

1 Placed in Service Date should be date equipment was functioning properly and delivering results.

2 WIP Coded to Object Codes 1140-1142

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# HUIT Only – Coding for Depreciation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Tub | Org | Object | Fund | Activity | Subactivity | Root |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# To Be Completed by OTM and FAR

**Workflow/Approval:**

OTM: Loan Approval: Date:

Date Capitalized in OA:

Date Loan Recorded in GL: