

Notification to Place in Service Work in Progress

Email Completed Form to: [FAR Fixed Assets@harvard.edu](mailto:FAR_Fixed_Assets@harvard.edu)

Date of Request:	
Tub No.:	
Oracle Asset Number:	
Asset Cost:	
Date to be Placed in Service¹:	

Debt Funded WIP² 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

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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: _____