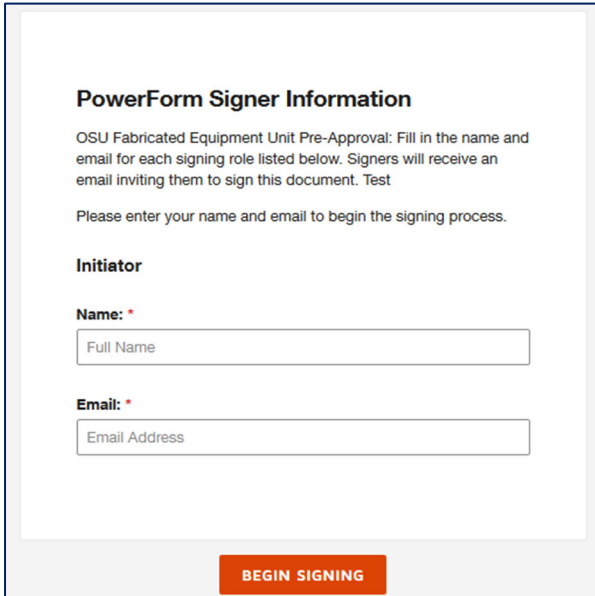


DocuSign Power Form – Fabricated Equipment Unit Pre-approval

This is an online DocuSign version of the Fabricated Equipment Unit Pre-approval form with the ability to attach the schematic information. This will be sent directly to Fixed Assets for review. An email notification will be sent from DocuSign once the form is completed. This process requires an ONID log in.

Enter your name and email address and click the “Begin Signing” button:



PowerForm Signer Information

OSU Fabricated Equipment Unit Pre-Approval: Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Test

Please enter your name and email to begin the signing process.

Initiator

Name: *

Full Name

Email: *

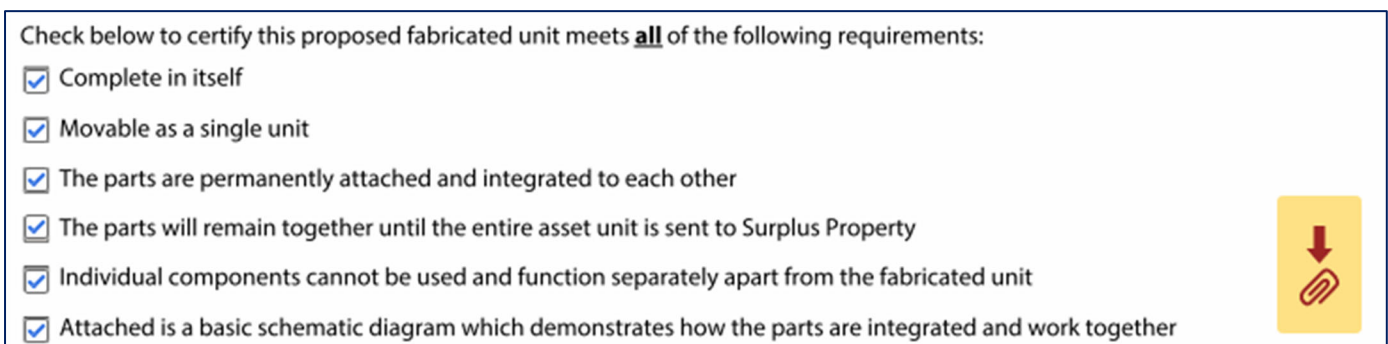
Email Address

BEGIN SIGNING

Click the “Continue” button at the top of the form:




Fill out the form and make sure to include the schematic diagram by click on the paperclip icon (which will show up once you check the schematic diagram box):

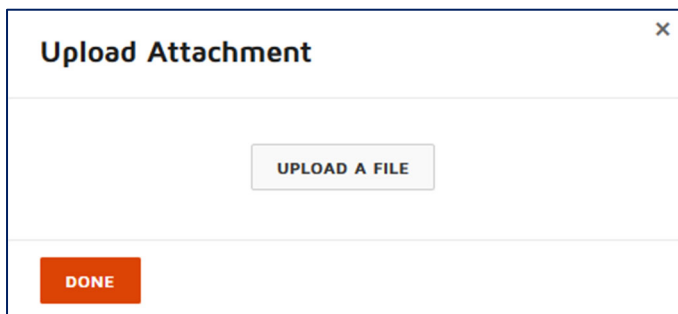


Check below to certify this proposed fabricated unit meets **all** of the following requirements:

- ☒ Complete in itself
- ☒ Movable as a single unit
- ☒ The parts are permanently attached and integrated to each other
- ☒ The parts will remain together until the entire asset unit is sent to Surplus Property
- ☒ Individual components cannot be used and function separately apart from the fabricated unit
- ☒ Attached is a basic schematic diagram which demonstrates how the parts are integrated and work together

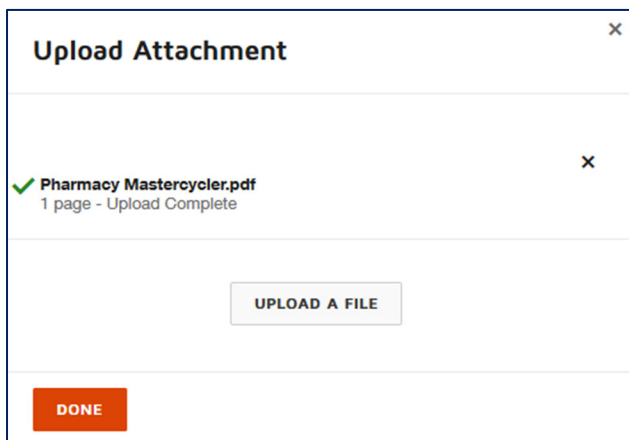


Click on the “Upload A File” button:



The screenshot shows a dialog box titled "Upload Attachment" with a close button (X) in the top right corner. Inside the dialog, there is a button labeled "UPLOAD A FILE" in the center. At the bottom left of the dialog, there is an orange button labeled "DONE".

Browse to the schematic document to attach and choose “Open” from the dialogue box, then click “Upload A File” again to attach another document if needed. Then click “Done” to return to the form:



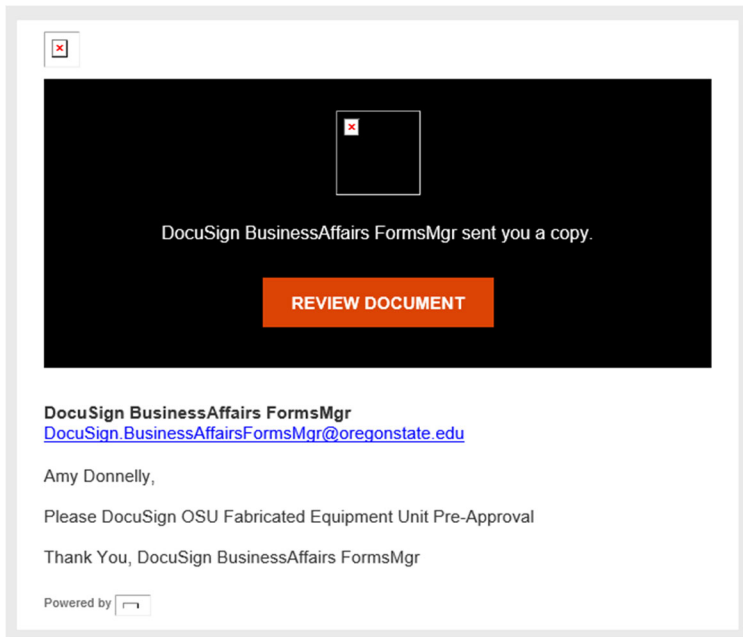
The screenshot shows the "Upload Attachment" dialog box after a successful upload. It displays a green checkmark icon, the filename "Pharmacy Mastercycler.pdf", and the text "1 page - Upload Complete". There is a close button (X) next to the file information. The "UPLOAD A FILE" button is still present in the center, and the orange "DONE" button is at the bottom left.

Once all information is filled in, documents are attached and the form is signed, click the “Finish” button:

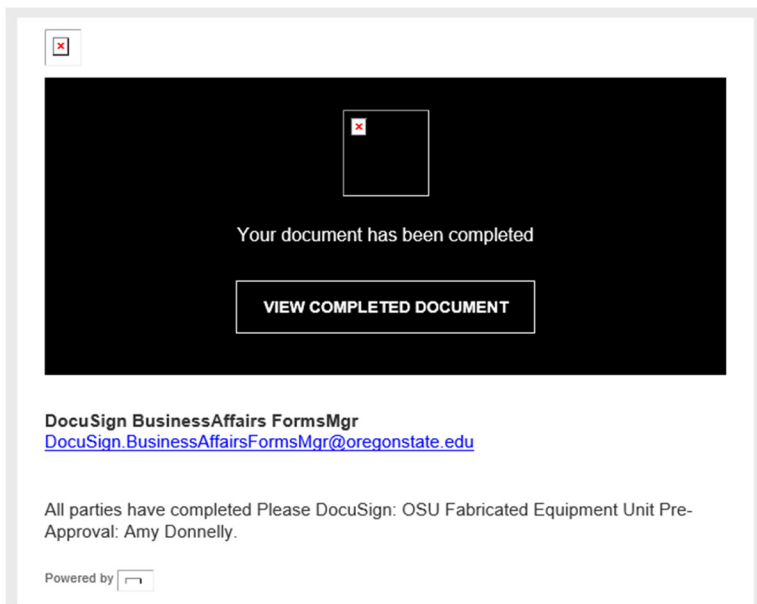


The screenshot shows a single orange button with the word "FINISH" in white capital letters, centered on a light gray background.

You will receive a confirmation email when the form is submitted:



You will receive another email when the form has been reviewed and processed. Click on the “View Completed Document” button to view the form:



You can download or print the form using the buttons at the top of the form (the print option creates a PDF):

