



DEPARTMENTAL ATTRACTIVE/SENSITIVE PROPERTY CONTROL REVIEW

Controller's Office
Asset Management
Florida State University
6300A University Center
Tallahassee, FL, 32306
850.644.9756

CTL-AssetManagement@fsu.edu

Date:
Department:
Department ID/(s):
Property Manager (Print Name):

Purpose: (1) To review departmental procedures regarding safeguarding of University Property as directed in the University Property Policy 4-OP-D-2-F. (2) To review your Department's current list of attractive items (attached here). If your Department has any additions, please use the Attractive Item Additions form and let us know if any need to be deleted as well. For guidance on attractive/sensitive items, refer to our Best Practices Guide now available on The Controller's Office website.

Table with 3 columns: Question, YES, NO. Section: Management and Control of Attractive/Sensitive Items. Questions 1-7 regarding policy reviews and standards.

Empty rectangular box for providing details for question 7.

Table with 3 columns: Question, YES, NO. Question 8: Has the department taken the appropriate steps to safeguard property and keep them in areas where only employees needing access have access to them...

Empty rectangular box for providing details for question 8.

Table with 3 columns: Question, YES, NO. Section: Conducting and Reconciling the Physical Inventory. Question 9: Does your Department Utilize OMNI for tracking attractive/sensitive property?...

Empty rectangular box for providing details for question 9.

10. Have you reviewed your current list of attractive/sensitive property (from OMNI query)? Are there any deletions or additions needed?

11. Have you verified that all rooms containing attractive/sensitive items have a door tag in place? If not, did you complete a Property Decal Request form?

12. Did you confirm that the location of the item was the same as that listed in the recording system (OMNI)? If not, did you notify the Controller's Office to update the record?

13. Did you verify that all attractive item tags were still firmly affixed and clearly legible (not faded or torn)? If not, did you complete a Property Decal Request form?

14. Have you reviewed the working condition of attractive/sensitive items and further determined whether they are being used and whether or not they may need maintenance?

15. Did you confirm that the item description was accurate as listed in the recording system (OMNI)? If not, did you notify the Controller's Office to update the record?

16. Have you taken all the necessary steps to reconcile any outstanding inventory items?

Property Manager (Signature): _____

Date: _____

Dean/Director/Dept. Head/ (Signature): _____

Date: _____