



ATTRACTIVE ITEM ADDITIONS

Attractive Items are identified as those items costing less than \$5,000 but valuable or important enough to the department to warrant tracking. Monitoring and control of those items will be the sole responsibility of the requesting department.

Department Dept ID Mail Code Date

Requestor's Name Phone E-mail

Tag Number (assigned)	Cost	LOCATION		Item Description (30 character limit)	Acquisition Date	Manufacturer	Serial Number	Comments
		BUILDING #	ROOM					
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**Tag number will be assigned by Property Services.*

Use query FSU_DPT_AM_CURR_NONCAP for a current list of your attractive items.

Property Custodian: Date Signature:

Property Manager: Date Signature:

