



Office of the University Controller
The Florida State University

Accounting & Reporting Services
6300A University Center
Tallahassee, FL 32306-2393
Phone: (850) 644-9482
PAS-PropertyForms@fsu.edu

ATTRACTIVE ITEM ADDITIONS

University Property Policy [4-OP-D-2-F](#) defines attractive/sensitive property as expendable items (costing less than \$5,000) that are prone to theft because they are either portable, contain new technology, or are easily adaptable for personal use. 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 (CTRL Office Only)	Cost	LOCATION (As seen on Door-Tag)		Item Description (30 character limit)	Acquisition Date	Manufacturer	Serial Number	Comments
		BLDG #	ROOM					
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Tag Receipt Method? Mail Tags Pick-Up Tags (UCA 6th Floor, across from A6307B) Use query `FSU_DPT_AM_CURR_NONCAP` for a current list of your attractive items.

Property Custodian or Manager: Date Signature: