



Office of the University Controller  
The Florida State University

Accounting & Reporting Services  
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## 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: