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* [*05-14*](https://usf.app.box.com/v/usfpolicy5-014)

*(2) To review the Department’s current list of attractive items (attached here). If the Department has any additions, please use the Attractive Item Additions form. If any item needs to be removed, please advise us.*

*For guidance on attractive/sensitive items, refer to our Best Practices Guide for Control of Attractive Items now available on The Controller’s Office website.*

Management and Control of Attractive/Sensitive Items

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| 1. | Has the department reviewed the Attractive Item guidance in the past twelve months? |   |   |
| 2. | Has an internal policy process to identify attractive items been established? |   |   |
| 3. | Is there a form of risk analysis being practiced when considering what items to make attractive items? |   |   |
| 4. | Is there a standard for the department for placing property tags on attractive items? |   |   |
| 5. | Is there an established periodic inventory method? |   |   |
| 6. | Is there a current list of attractive items? |   |   |
| 7. | Has it been verified that attractive item tags are still firmly affixed and clearly legible to the item? |   |   |
| 8. | Has it been confirmed that the item descriptions on the attractive items listing is accurate? |   |   |
| 9. | Has there been any steps taken to reconcile any outstanding inventory items? |   |   |