Best Practices Guide for Control of Attractive Items

Introduction and Definition

x Become familiar with the types of non-capital equipment items purchased by the

- x Donated attractive items – Contact the Foundation to ensure the department is notified of donations that cost less than $5,000. The items custodian will determine if the item is attractive items and should be added to the attractive items list
- x Transfer of attractive items with incoming faculty – Work with departmental administration to ensure the items

- Custodian
- Location
- Whether On/Off Campus
    - ƒ Items used off-site must have a check out/in process.
- Date Disposed
- Other information the department may wish to record and maintain in the record for the item may be:
    - ƒ USML
    - ƒ ITAR
    - ƒ HIPAA
    - ƒ Hazardous Materials (-0.00-5 Tj -0.0i (or)Tc-3tn-ssorn te)
    - ƒ

- x Before or at the time the supplier picks up the items the department MUST remove the attached unique identifier. If etched the unique identifier must be etched through to be illegible. This is most important for anything which would identify it as once belonging to the University.
- x When the supplier picks up the item(s), the department must obtain a certificate of disposal which lists the items the supplier is removing.
- x The department must record the USF Employee who witnessed the disposal.

<u>Record Retention for University Audit and Compliance</u>

Record retention policies and procedures are located on the [Procurement website](#)