



Property Decal Request Form

All university rooms and tangible personal property items with a cost of at least \$5,000 (capital property) must have an FSU property decal (tag). If, for any reason, they do not, or if the existing tag can no longer be scanned, please populate and submit this form to request a new decal. Once you have received a tag, affix it immediately to the asset in question or the door frame of the room.

DOOR TAG REQUESTS: Please verify that your building/room number is listed in the University's Space File - FSU SPACE. To access the information, follow the steps below:

1. Go to <http://www.facilities.fsu.edu/space>
2. Click on the Building Information Portal and use the Search field to find your building
3. Click on your building, this will give you the Building Profile where you will find the building number (4 digits), then select Room Info (FSU login required) where you can locate the correct room number (will be either 4 or 6 digits).

If you cannot find your information in the system, please contact the Office of Planning & Space Management (FSU Facilities). Representatives can be found after clicking the "About FSU Space" link.

Requesting Department ID:	<input type="text"/>
Requester - First & Last Name:	<input type="text"/>
Requester E-mail Address:	<input type="text"/>

Tag Receipt Method

☐ Pick Up Tags ☐ Mail Tags

* Pick-Up Location - UCA-6th Floor, across from A6307B*

Mail Code (If Applicable):

<u>Asset Tag/(s)</u>	<u>Building Name</u>	<u>Building #</u>	<u>Room #</u>	<u># of Tags Needed</u>
	<input type="text"/>			<input type="text"/>
	<input type="text"/>			<input type="text"/>
	<input type="text"/>			<input type="text"/>
	<input type="text"/>			<input type="text"/>
	<input type="text"/>			<input type="text"/>
	<input type="text"/>			<input type="text"/>
	<input type="text"/>			<input type="text"/>

Property Manager - First & Last Name:

Property Manager Signature:

By signing this document I certify that I will affix the replacment decal(s) to the building/room/asset immediately upon receipt