

# PROPERTY PASS

**This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.**

2. NAME	3. BUILDING
4. DESCRIPTION OF PROPERTY BEING REMOVED	
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE
	9. PASS GOOD UNTIL