



PROPERTY REMOVAL PASS

BUILDING:	DATE:
COMPANY:	
NAME:	
SECTION:	
DESCRIPTION OF PROPERTY:	
THE PERSON NAMED ABOVE HAS PERMISSION TO REMOVE FROM THE BUILDING THE PROPERTY DESCRIBED.	
AUTHORIZED SIGNATURE:	
TITLE:	
SECTION:	
NOTES: Please Print and complete three copies. One copy to be retained by originating company. One copy to be retained by individual taking out property. One copy to be handed to security officer at exit point and retained for building records.	