PROPERTY PASS

	1. DATE ISSUED

This pass is to be used whenever property is removed from the building. It is to be properly filled in, 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. NAME AND SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE
	9. PASS GOOD UNTIL

OPTIONAL FORM 7 (REV. 3/2017)