

DEPARTMENT OF THE INTERIOR

(Bureau or Office)

PROPERTY PASS

NAME OF BEARER/COGNIZANT EMPLOYEE <small>This permit authorizes the individual to remove or enter with property.</small>	TYPE OF PASS <input type="checkbox"/> Employee <input type="checkbox"/> Vendor <input type="checkbox"/> Contractor	BUILDING	DATE ISSUED
			DATE EXPIRES
<small>It is understood that I am personally responsible for the property listed hereon and that, if any of the property is lost, stolen, damaged, or destroyed through my negligence, I may be held financially liable as determined by a Board of Survey.</small>	REASON OR PURPOSE FOR REMOVAL/ENTRY		
SIGNATURE			

DESCRIPTION OF PROPERTY: (Must include Serial Number of Property and Property Identification Number)

BEARER IS AUTHORIZED TO: A. <input type="checkbox"/> REMOVE/ <input type="checkbox"/> ENTER WITH B. <input type="checkbox"/> GOVERNMENT PROPERTY/ <input type="checkbox"/> PERSONAL PROPERTY			
REMOVAL AUTHORIZATION		SECURITY CERTIFICATION	
NAME, TITLE, AND SIGNATURE OF AUTHORIZING OFFICIAL	DATE	TIME	SECURITY INITIALS
NAME, TITLE, AND SIGNATURE OF ACCOUNTABLE OFFICER/CUSTODIAL OFFICER	EMPLOYEE'S RECEIPT FOR RETURNED PROPERTY		
	RECEIVED BY	DATE	

Property Passes are valid for 90 days from the date issued.

WHITE - Issuing Office

YELLOW - Security

PINK - Employee Copy

BLUE - Property Office