

## DEPARTMENT OF THE INTERIOR

(Bureau or Office)

# PROPERTY PASS

<b>NAME OF BEARER/COGNIZANT EMPLOYEE</b> This permit authorizes the individual to remove or enter with property.	<b>TYPE OF PASS</b> <input type="checkbox"/> Employee <input type="checkbox"/> Vendor <input type="checkbox"/> Contractor	<b>BUILDING</b>	<b>DATE ISSUED</b>
			<b>DATE EXPIRES</b>
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.		<b>REASON OR PURPOSE FOR REMOVAL/ENTRY</b>	
<b>SIGNATURE</b>			

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

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

WHITE - Issuing Office     
 Property Passes are valid for 90 days from the date issued.  
 YELLOW - Security     
 PINK - Employee Copy     
 BLUE - Property Office