



PROPERTY RELEASE SLIP

Issued To	Dept. / Company	Date of Pass								
Items Removed										
Complete Description (If Office Machine: incl. - Make, Model, Serial No.)										
Signature of Person Removing Property	Date									
<input type="checkbox"/> Borrowed Date - Returned Date _____ <input type="checkbox"/> Other (Explain):										
<input type="checkbox"/> Picked up for Service										
<input type="checkbox"/> Returned to Vendor										
<input type="checkbox"/> Personal Property										
SECURITY USE ONLY										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">IN</td> <td style="width: 50%; text-align: center; padding: 5px;">OUT</td> </tr> <tr> <td style="padding: 5px;">Date</td> <td style="padding: 5px;">Date</td> </tr> <tr> <td style="padding: 5px;">Time</td> <td style="padding: 5px;">Time</td> </tr> <tr> <td style="padding: 5px;">Guard</td> <td style="padding: 5px;">Guard</td> </tr> </table>			IN	OUT	Date	Date	Time	Time	Guard	Guard
IN	OUT									
Date	Date									
Time	Time									
Guard	Guard									
AUTHORIZATIONS										
Authorizer's Name (Print)	Date	Date								
Authorizer's Signature	Time	Time								
Authorizer's Signature	Guard	Guard								