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|----------------------|--|---------------------------------|
| 1. AGENCY CODE NO.   | U.S. DEPARTMENT OF AGRICULTURE                       | 2. PASS GOOD THIS DATE<br>..... |
| 3. PROPERTY PASS NO. | <b>PROPERTY PASS</b><br><b>PRINT ALL INFORMATION</b> | 4. LOG BOOK NO.                 |

This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.

|                            |   |
|----------------------------|---|
| 5. NAME OF PROPERTY HOLDER | 6. BUILDING PROPERTY BEING REMOVED FROM |
|----------------------------|---|

7. DESCRIPTION OF PROPERTY BEING REMOVED *(Include serial number if any)*

8. REASON FOR REMOVAL

|   |   |
|---|---|
| 9. PROPERTY BELONGS TO                                  | 11. PROPERTY STATUS <i>(Use X)</i><br><input type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE<br><input type="checkbox"/> COMMERCIAL |
| 10. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY | 12. GOVERNMENT PROPERTY RETURN DATE   |