



MARYLAND DEPARTMENT OF GENERAL SERVICES

PROPERTY PASS

(Two Copies Required to Exit)

This pass is to accompany all State property that is removed from the building. The person taking the property out will be required to show identification(s) and sign their name in the space provided. All information is to be printed or typed except for the signature lines.

Building property being removed from: _____

Department: _____

Signature of Supervisor authorizing removal: _____

Printed Name of Supervisor authorizing removal: _____

Telephone number: _____

DATE: _____

TIME: _____

ITEM DESCRIPTION

SERIAL NUMBER

1. _____

2. _____

3. _____

4. _____

5. _____

Signature of Person Removing Property: _____

Printed Name of Person Removing Property: _____

DATE: _____

TIME: _____

DGS Police/Security Signature: _____

Printed Name of DGS Police/Security: _____