JOHN JAY COLLEGE DEPARTMENT OF PUBLIC SAFETY
OUTGOING EQUIPMENT – PROPERTY PASS SYSTEM

524 West 59th Street, New York, NY 10019
Department of Public Safety, Room L2.61
Tel: (212) 237-8524

This form is to be taken to the Security Desk of the North Hall building, Tenth Avenue building, Westport building, BMW building, or 54th Street building depending on which building the property is being removed from.

Authorizing Agent: _____ Date: _____
(Department Chair or Director) *Print Name*

Department: _____ Tel._____

I have given_____, XXX – XX -_____
Print Name *Last 4 Digits of SS #*

Department: _____ Room#_____ Tel._____,

permission to remove the following equipment from the college campus.

PROPERTY	JOHN JAY TAG #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

_____ _____
Authorizing Signature *Date*

Day: _____ Time: _____

Date: _____ Tour: _____

_____ _____
CONTROL OFFICER ***SHIFT SUPERVISOR***