

The Pinnacle Building

❖ PROPERTY REMOVAL FORM ❖

Please present form to Security when removing property or email a copy to jessica.drewer@transwestern.com

NAME: _____

ACCESS CARD #: _____

DATE OF REMOVAL: _____

COMPANY: _____

BUILDING: _____ SUITE: _____

REMOVAL AUTHORIZED BY: _____

TITLE: _____

AUTHORIZED SIGNATURE: _____

<u>QUANTITY</u>	<u>DESCRIPTION OF ITEMS (Including serial numbers)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TYPE OF PROPERTY BEING REMOVED: (Check)

_____ Personal _____ Company _____ Contractor

For Security Use:

SECURITY OFFICER: _____

SHIFT: _____ DATE: _____