



PROPERTY PASS

Employee Name: (Print)	Date:
Department:	Cost Center Name & Number (To Which Property Is Assigned):

The aforementioned BC employee is authorized to remove from the referenced location the following College property for the purpose(s) of: _____

BC Asset Number:	Serial Number:	Mfg./Make/Model/Item Description
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I, _____, have read, understand, and agree to the stipulations below involving my use of the listed BC property:

- The property identified above shall be utilized in conjunction with my employment responsibilities.
- The property and all information maintained or stored within the property remains the property of Broward College, and subsequently must be returned at any time as deemed necessary by the authorizing supervisor.
- The property will be utilized only in accordance with all applicable Broward College policies, procedures, and guidelines.
- I shall take all appropriate precautions to ensure the safekeeping of this property while it is assigned to me.

Employee Signature:		Date:
Supervisor Name: (Print)	Supervisor Signature:	Date:

As the Property Custodian, I authorize the removal of the above identified property in compliance with the stipulations outlined below:

- The property has been identified with a Broward College Asset Number Tag, if applicable.
- The removal of the property shall not impede the educational process or operation of the location or College.

Property Custodian Signature:	Date:
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***** PROPERTY RETURNED *****

Date Property Returned:	Signature of Property Custodian Acknowledging Return:
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