

## Property Removal Pass

No.

**Building Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Any person removing equipment from a Prudential office building must show identification to lobby security officer and provide this form completed and signed by a Prudential manager or above, before removing the property.

PROPERTY INFORMATION: (*For online PDF use, click download, then add text to fill out the form*)

Item	Description	Make/Model	Serial Number

Employee Name: \_\_\_\_\_      XID #: \_\_\_\_\_  
 Department/Business Unit: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PRUDENTIAL EMPLOYEE AUTHORIZING REMOVAL: (Complete and Print)**

Manager Name: \_\_\_\_\_      XID #: \_\_\_\_\_  
 I hereby authorize the removal of the listed equipment on this  
 Signature/eSignature: \_\_\_\_\_  
 Please retain a copy of this form and email to [global.security@prudential.com](mailto:global.security@prudential.com)

**FOR SECURITY USE ONLY**

The Security Officer accepting this from must ensure that all information is complete before allowing any property to be removed, signed in officer's presence by the employee removing the items.

Security Officer's Name: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Security Officer XID #: \_\_\_\_\_      Signature      Date

