

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

Instructions:

- 1) Print a copy of this pass out for yourself.
- 2) Present a duplicate copy to the John Jay College Public Safety officer at the desk when exiting the building.
- 3) Email a copy to the Fixed Asset Manager, Brian Backstrom, bbackstrom@jjay.cuny.edu.

Authorizing Individual: _____
(Department Chair or Director) Print Name

Date: _____

Department: _____

Tel. _____

I have given _____,
Print Name

Empl ID #

Department: _____

Tel. _____,

permission to remove the following equipment from the college campus.

PROPERTY	JOHN JAY TAG # (If personal property, write "NA")
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Authorizing Signature

Date

For Internal Control Only

Day: _____

Time: _____

Date: _____

Tour: _____

JJC OFFICER

SHIFT SUPERVISOR