

**NATIONAL CANCER INSTITUTE AT FREDERICK  
PROPERTY PASS (NON-RENEWABLE)  
(See Policy & Procedure No. 704)**

Date Issued: \_\_\_\_\_ Due Date for Return of Property: \_\_\_\_\_

**INSTRUCTIONS: Please print or type.** This form must be used whenever property is removed from its present NCI-Frederick accountable location. This pass is limited to a period of 30 days from the date of issue. All property must be returned by the end of the 30-day period.

1. Description of Property (include model, manufacturer's serial no. and NCI-Frederick decal no.)

Justification for Removing Property

2. Type or Print Name of Borrower  
(person removing property)

Signature

I certify that the use of the equipment described above is for official Government work ONLY, and I assume complete responsibility for the care of this equipment while in my possession.

3. Type or Print Name of Person Authorizing Removal  
(Approving Officer)

Signature

4. Type or Print Name of Property Control Officer

Signature

5. Type or Print Name of Property Accountability  
Department Representative

Signature