



101 N. Wacker

Article Removal Pass

Please complete this form to remove any non-personal items from the building premises.

1. Complete "Section 1" with appropriate information, including serial numbers of any equipment (if applicable).
2. Obtain a signature in "Section 2" from an authorized company/department manager.
3. Present and deliver completed pass to Security Desk in the Lobby.

Person Removing Article: _____

Removal Date: _____

Section 1: ITEMS TO BE REMOVED		
Item	Quantity	Serial Number(s)

Section 2: AUTHORIZED SIGNATURE

Signature: _____

Company/Tenant: _____

Print: _____

Date: _____

Phone: _____