

NIH Manual 26101-25-2			
National Institutes of Health PROPERTY PASS	DATE ISSUED	DUE DATE FOR RETURN OF PROPERTY	SERIAL NO. P
INSTRUCTIONS: Please print or type. This form must be used whenever property is removed from NIH campus buildings or rental buildings. This pass is valid for a period of 30 days from the date of issue. All property must be returned by the end of the 30-day period. This pass must be stamped below. Absence of the stamp renders this pass invalid. See your administrative officer for information about the stamp.			
1. DESCRIPTION OF PROPERTY (Include model, manufacturer's serial no., and NIH decal no.)			
JUSTIFICATION FOR REMOVING PROPERTY			
2. NAME OF BORROWER (person removing property)			
SIGNATURE		THIS PASS IS VALID ONLY WHEN SEAL IS STAMPED HERE	
3. NAME OF PERSON AUTHORIZING REMOVAL			
SIGNATURE			
4. DISTRIBUTION OF COPIES		CANARY - PROPERTY REPRESENTATIVE	
WHITE - PERSON REMOVING PROPERTY		PINK - PROPERTY SUB-CUSTODIAN	
GREEN - PROPERTY BRANCH WHEN PROPERTY IS RETURNED		GOLDENROD - PROPERTY ACCT . SECTION (13/2E65)	
NIH 368 (Rev. 11/86)		* U.S. G.P.O.: 1995-386-918/20049	