

Give (1) copy to employee removing items  
Email copy to: [central.security.control.chi@bankofamerica.com](mailto:central.security.control.chi@bankofamerica.com)

## **Removal Pass Form**

Bank of America Plaza  
Security Command Center – 312-904-8588

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

Description of Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item Serial Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Removed From: \_\_\_\_\_  
Floor Suite

Department Removed From: \_\_\_\_\_  
Removed By: Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Department Authorization: \_\_\_\_\_  
Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Security Officer