Control No.: _____

MATERIALS/EQUIPMENT GATE PASS FORM
(DELIVERY)

Bearer: _____ Building: _____
Owner/Tenant/Contractor: _____ Date: _____

Reason for transfer: _____
_____

To be filled out by security

QUANTITY	DESCRIPTION	ACTUAL COUNT	REMARKS

Prepared by:

_____
Owner/Tenant/Contractor Representative

Cleared/Inspected by:

_____
Security Guard

Verified by:

_____
Security Officer

Date & Time Released:

_____

Approved by:

_____
Property Manager/Building Engineer

Location:

_____

Rev.02

APMC is not liable for any damage and loss of properties caused by the transferring in or out of the items.
Copy 1 – Tenant/Owner/ Contractor representative; Copy 2 – Security; Copy 3 – Property Manager