

# PACKAGE PASS

The purpose of this pass is to ensure that nothing leaves Fontainebleau Property without being authorized by the necessary personnel prior to a Team Members departure. Failure to gain the necessary approval by proof of this form could result in disciplinary action.

DATE	
DEPARTMENT	
TEAM MEMBER NAME	
TEAM MEMBER NUMBER	

ITEMIZE CONTENTS OF PACKAGE/QUANTITY

**DEPARTMENT HEAD** - Examine contents of package. All contents of package are to be itemized with description above. Seal the package with tape securely. Complete this form, keep original, and give employee a duplicate copy. Employee must give pass to the Security Officer at the Time Keeper / Employee Entrance.

Department Head Name \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Officer \_\_\_\_\_ Unit # \_\_\_\_\_