Employee Clearance Form

To be completed prior to departure.

**Basic Information**

Name: ________________________________
Forwarding Address: ________________________________

New Phone Number: ___________ Forwarding Email Address: ______________
New Employer: ________________________________
New Work Address: ________________________________

New Work Phone and Fax Numbers: ________________________________
Last Work Day at OSC: ________________________________

**Please Obtain Initials**

**Technology Management Group**
Meinel 431 ___________
Email account and Web page removed

**Academic Programs**
Meinel 403 ___________
All items returned to Hopf Reading Room

**Academic Programs** (graduating students only)
Meinel 403 ___________
Code V License Key returned

**Accounting**
Meinel 641
Mailbox, copier ID code, keys (numbers ____________)
P-Card returned
Outstanding travel advances or promissory notes settled
Arrangements made for final paycheck

**Academic Programs** (RAs/TAs only)
Meinel 403 ___________
Written resignation if voluntarily ending contract early

**Human Resources**
Meinel 720 ___________

**Statement of Clearance**

I have satisfied all financial obligations and returned all equipment, tools, laptop computers, documents, notebooks, electronic files, software code, cell phones, UA intellectual property or confidential information, or other tangible UA property.

Employee Signature ________________________________ Date: __________________________

Please return form to OSC Human Resources in Meinel 720. Electronic copy will be sent to communications, accounting, finance/compliance, technology management, academic programs and mailroom.

Revised 10/14/14