



# 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**  
Email account and Web page removed

**Meinel 431** \_\_\_\_\_

**Academic Programs**  
All items returned to Hopf Reading Room

**Meinel 403** \_\_\_\_\_

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

**Meinel 403** \_\_\_\_\_

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

**Meinel 641**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Meinel 403** \_\_\_\_\_

**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: \_\_\_\_\_