EMPLOYEE CLEARANCE FORM

The employee must complete this Clearance Form and return it to Human Resources by the last day of work. The "Employee" portion of the form must be taken to the departments listed and receive a signature from the authorized personnel in the corresponding department. Please note the employees' current supervisor may not sign for department listed under the "Employee" section and all of these departments must have a signature). Employee will submit the clearance form to their supervisor for department clearance.

Date of Separation:	**Exit Interview Date and Time:**		
Employee ID #:	**Last Name:**	**First Name:**	**New Mailing Address:**
Supervisor/Manager:	**Ext. No.:**	**Department:**	

	USD Property	Clearance Signature	Print Name	Outstanding Money, Documents, Equipment
EMPLOYEE	Library (Copley or LRC)			
	Network Administration Access Code Deletion (Maher 163)			
	Parking Services (UC 102)			
	Telecommunications (Maher 199)			
	Corporate Credit Cards (Accounts Payable Office, Hughes 110)			
	Campus Card Office-Return ID Card (UC 127)			
Home Department	Petty Cash Management			
	Cell Phone/Pager/Telephone Card			
	Equipment/Uniforms			
	Laptop/Modems			
	Keys/Access			
	Travel Expense Audit			
	Time Card Submitted By Supervisor			
	Department Comments:			
Human Resources	Issue California Unemployment Booklet			
	Final Paycheck Issued			
	Benefits			
	Notification of COBRA Rights			
	Reimbursement Spending Accounts			
	Tuition Remission			
	Retirement Loan			

Employee Acknowledgement Date

HR Signature Date