

PEACE CORPS  
CLEARANCE FOR FINAL SALARY PAYMENT

|                              |                                |
|------------------------------|--------------------------------|
| _____<br>Employee Name       | _____<br>Forwarding Address    |
| _____<br>Office/Duty Station | _____<br>City, State, Zip Code |
| _____<br>Termination Date    | _____<br>Telephone Number      |

PART I: CERTIFICATIONS BY EMPLOYEE

1. I certify that I have accounted for all files, records, other documentary materials, and other United States Government property in accordance with Peace Corps requirements.
2. I further certify that I have read the Standards of Conduct form 22 CFR 307, PCMS 641.
3. I further certify that I will not reveal any classified or administratively controlled information unless authorized to do so by the Peace Corps.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

PART II: CERTIFICATIONS BY REGIONAL DIRECTOR/OFFICE HEAD OR DESIGNEE

1. I certify that the above-named employee has accounted for all files, records, other documentary materials, and other United States Government property entrusted to him/her as reflected by the appropriate records of this office.
2. I further certify that to my best knowledge and belief there exists no outstanding indebtedness in the employee's account with this office, except as noted in Part IV A below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Director/Office Head Signature

PART III: CERTIFICATIONS BY ACCOUNTABLE OFFICERS

| Office                  | Item  | Accountable Officer          | Certification*  |
|-------------------------|---|------------------------------|---|
| Washington HQ           | Time and Attendance Report  | Timekeeper                   | I certify that Time and Attendance Reports for the above-named employee will be submitted to Payroll through the effective date of his/her termination, and that a properly executed Application for Leave, SF-71, has been submitted for all leave taken prior to said termination date.<br><br>_____<br>Office Timekeeper, Date |
| Administrative Services | Passports<br>Govt. Transportation Requests<br>Car Rental Credit Card<br>Other (Specify) | Chief, Transportation Branch | I certify that all Items issued by this office to the above-named employee have been returned or otherwise accounted for, and that no outstanding indebtedness exists in the records of this office<br><br>_____<br>Chief, Transportation Branch, Date  |
| 2 General Services      | Accountable Property  | Director for General Service | I certify that all Items issued by this office to the above-named employee have been returned or otherwise accounted for, and that no outstanding indebtedness exists in the records of the office<br><br>_____<br>Director for General Services, Date  |

\* Note exception to certification in Part IV A.

| Office | Item | Accountable Officer | Certification |
|--------|------|---------------------|---------------|
|--------|------|---------------------|---------------|

|            |              |                 |   |
|------------|--------------|-----------------|---|
| 3. Library | Publications | Chief Librarian | I certify that all publications issued by this office to the above-named employee have been returned or otherwise accounted for, and that no outstanding indebtedness exists in the records of this office. |
|------------|--------------|-----------------|---|

Note: Number 3 is required for Washington Headquarters Staff only.

\_\_\_\_\_  
Chief Librarian, Date

|                                       |   |   |  |
|---------------------------------------|---|---|--|
| Accounting Div/Fiscal Services Branch | Voucher Exceptions<br>Erroneous Payments<br>Advance of Funds<br>Collections Due<br>Imprest Funds<br>Other (Specify) | Voucher Examiner<br>Chief,<br>Fiscal Services<br>Branch | I certify that all outstanding travel vouchers, travel advances, and other forms of indebtedness as reflected in the records of this office have been satisfied. |
|---------------------------------------|---|---|--|

NOTE TO OVERSEAS EMPLOYEES:  
This certification cannot be made until all signatures have been received on PC-1531.

\_\_\_\_\_  
Chief of Fiscal Services  
Branch, Date

PART IV A: EXCEPTIONS TO CERTIFICATIONS IN PARTS II AND III

(a) Lost or Damaged Property

| <u>Description</u> | <u>Quantity</u> | <u>Unit</u> | <u>Value</u> |
|--------------------|-----------------|-------------|--------------|
|--------------------|-----------------|-------------|--------------|

(b) Miscellaneous (travel advance, voucher exception, etc.)

PART IV B: EMPLOYEE ACKNOWLEDGMENT OF OUTSTANDING ITEMS AND INDEBTEDNESS

I acknowledge that the items and accounts listed as outstanding in Part IV A above are properly charged to my account, and that I will discharge said indebtedness as indicated below:

Deduct \$\_\_\_\_\_ from my final check to cover indebtedness shown above.

Check or money order for \$ \_\_\_\_\_ to cover indebtedness shown above is attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature