

FINAL SALARY PAYMENT REPORT Administrative Offset Procedures permit holding final paycheck and/or leave until accountable documents are returned	EMPLOYEE NAME <hr/> SEPARATION DATE	
AGENCY	ORGANIZATIONAL UNIT	
ITEMS REQUIRING CLEARANCE PRIOR TO FINAL SALARY PAYMENT		
1. TRANSPORTATION REQUESTS <hr/> 2. IDENTIFICATION CARDS <input type="checkbox"/> a. USDA IDENTIFICATION <input type="checkbox"/> b. OTHER (SPECIFY)	9. FUNDS <input type="checkbox"/> a. TRAVEL ADVANCE <input type="checkbox"/> b. FIELD PARTY ADVANCE <input type="checkbox"/> c. IMPREST FUND ADVANCE <input type="checkbox"/> d. COLLECTION OFFICER RECEIPTS <input type="checkbox"/> e. LEAVE AUDIT/AD-581	
3. GOVERNMENT BILLS OF LADING	10. GAO EXCEPTION	
4. PARKING PERMIT	11. FISCAL LIABILITY	
5. DRIVERS LICENSE (GOVERNMENT)	12. SERVICE AGREEMENTS FULFILLED <input type="checkbox"/> a. TRANSFER OF OFFICIAL STATION <input type="checkbox"/> b. FIRST POST OF DUTY <input type="checkbox"/> c. TRAINING	
6. CREDIT CARDS <input type="checkbox"/> a. GASOLINE <input type="checkbox"/> b. TELEPHONE <input type="checkbox"/> c. OTHER (SPECIFY)	13. OTHER INDEBTEDNESS	
7. OTHER ACCOUNTABLE DOCUMENTS (SPECIFY)	REMARKS	
8. PROPERTY		
CERTIFICATION: I certify that the identified items have been checked against official records, and except as noted, the above-named employee has properly accounted for each item. Action has been taken to revoke existing delegations of authority and any assignment under the Department's position schedule bond.		
ITEMS BEING CERTIFIED <small>(List by No. below)</small>	SIGNATURE AND TITLE OF OFFICIAL MAKING CERTIFICATION	DATE
	ORIGINATING OFFICE	
	PERSONNEL	
	ADMINISTRATIVE	
	FINANCE	