

Retirement or Separation Clearance Form

Employee Name:

Employee ID:

Purpose: To provide a means of ensuring the exiting employee returns all university property and settles all indebtedness to the university. All exiting employees must get signatures from the appropriate parties in all **clearance departments**. In signing the Department/Supervisor area, the exiting employee's supervisor has verified that all university property has been returned to the appropriate department.

ITEMS TO RETURN: Keys, parking permit, library books, purchasing and travel cards, uniforms, equipment, faculty/staff ID card, any and all property and advances, and debts owed to any department.

IMPORTANT: All financial matters and/or indebtedness to the university, including parking tickets, must be settled. Removal of university property or failure to return university property may be construed as theft and appropriate action, which includes both legal/court and police/law enforcement action may be taken if property is not returned or paid for on demand. Legal action may also be taken for failure to pay any debt owed to the university.

The exiting employee must return all university property and settle all indebtedness to the university by the last day that he/she is physically on the job.

Signatures from departmental representatives:

Access Control (Keys:

Parking Office:

Purchasing/Payment (Travel/P-Card):

Department/Supervisor: