



# Department Clearance Form

The Department Clearance form is **required** for all exiting employees including employees who transfer to a different department. This form **must be completed** on the employee's last work day. The supervisor is responsible for submitting the Department Clearance form to **Human Resources** no later than the employee's last day in the department. *DO NOT USE THIS FORM FOR WORK STUDY OR STUDENT WORKERS.*

Employee Name: \_\_\_\_\_ Last Day of Work: \_\_\_\_\_

Department Name: \_\_\_\_\_ Position: \_\_\_\_\_

	Items submitted:	Supervisor's Clearance <i>(Signature or Initials)</i>	Notes
SUPERVISOR	Inventory Audit: Computers, laptops, tablets, cameras, or other fixed assets		
	Keys: Building, office, swipe keys		
	Absence reports		
	Final timecard		
BUSINESS SERVICES		Cashier's Clearance <i>(Signature or Initials)</i>	Notes:
	Fines		
		Accountant's Clearance <i>(Signature or Initials)</i>	Notes:
	Parking Permit		
HUMAN RESOURCES	Items submitted:	Human Resources' Clearance <i>(Signature or Initials)</i>	Notes:
	Resignation notice		
	Name badge		
	Computer Access		
	Benefits		