



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		
	Special Accesses: website, phone numbers, computer, social media		
	Absence reports		
	Final timecard/Pending Stipends(if applicable)/Evaluations		
		Cashier's Clearance <i>(Signature or Initials)</i>	Notes:
BUSINESS SERVICES	Fines & Parking Permit		
		Accountant's Clearance <i>(Signature or Initials)</i>	Notes:
	College Credit Card(if applicable)		
	Keys: Building, office, swipe keys, rooms, equipment storage		
	Items submitted:	Human Resources' Clearance <i>(Signature or Initials)</i>	Notes:
HUMAN RESOURCES	Resignation notice Reasonable notice: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Name badge		
	Computer Access		
	Benefits(Health Insurance, Employee/Dependent Tuition)		

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.