



Property Clearance Form

1) Employee Information:

Name:

Department: Supervisor:

UIN: Last Day of Employment:

Position:

2) Property Turned In:

Prior to your last day you should turn in these items to the following departments. If you do not have one of these items, then please put N/A on the Turned Into line.

Travel Card (Travel/Accounting)

Turned Into:

P-Card (Purchasing)

Turned Into:

Keys, Swipe card & Faculty/Staff ID (UPD)

Turned Into:

Physical Property (IT)

Turned Into:

Termination/Resignation Letter (Supervisor)

Turned Into:

Sick Leave Donation Form (Payroll/HR)

Turned Into:

3) Access Removed:

This section will be completed by HR. Please do NOT put N/A below.

Technology Access Terminated:

Verified By:

Library Items Turned In:

Verified By: