



EMPLOYEE EXIT PROCESSING

This form is used to verify employees have no outstanding obligations to the college/district upon termination of employment.

Please print or type. See Instruction box below for processing instructions.

Last Name _____ First Name _____ Middle Name _____ Employee Number _____
Service: Academic, Regular Academic, Adjunct Classified Unclassified
Assignment:
 Location _____ Title of Position _____ Subject Field / Department _____

CLEARANCE					
DEPARTMENT / OFFICE	RETURNED		IF NOT RETURNED IDENTIFY ISSUE	CLEARANCE AUTHORIZED BY	
	N/A	YES		SIGNATURE	DATE
INTER-COLLEGE DEPARTMENTS					
• Cal Card					
• Laptop Computer					
• Cell phone / Peripheral(s)					
• Terminate access to email and any other ERP or database.					
• All College/Department-Issued Keys					
• Other equipment (Please List):					

INSTRUCTIONS

- On or before your final day of employment, obtain the required authorized signature to indicate your clearance from all obligations.
 - Make a copy of the signed form for your records. Submit the signed original to your Worksite Personnel Office on your last day of work.
- * Worksite Personnel Office will keep records of signed forms.

 Vice President of Administrative Services or Designee
 Signature/Date

 Employee
 Signature/Date