



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.

[EMPLOYEE TIP SHEET](#)

 Last Name First Name Middle Name Employee Number

Service: Academic, Regular Academic, Adjunct Classified

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

SECTION A: INTER-COLLEGE DEPARTMENTS

Admissions & Records					
• Grades					
• Rosters					
Business Office					
• CalCard					
• Outstanding Fees / Fines					
• NSF Checks					
Information Technology					
• Laptop Computer					
• PDA / Telephone / Peripheral(s)					
• Email					
• Other (Identify)					
Library					
• Outstanding Books / Magazines					
• Library Fines					
Media Services					
• Equipment					
• Other (Identify)					
Parking					
• Gate Access Card					
• Parking Permit					
Physical Plant					
• All College-Issued Keys					
• Other (Identify)					
Mail Room (Forwarding Arrangements)					

SECTION B: HOME DEPARTMENT

• Department-Issued Keys					
• Tools / Equipment Returned					
• Manuals / Other Material					
• Laboratory / Shop Materials / Equipment					
• Other (Identify)					

INSTRUCTIONS

- On or before your final day of employment, obtain the required authorized signatures from each of the departments/office listed above to indicate your clearance from all obligations.
- Make a copy of the signed form for your records. Submit the signed original to your Personnel Office on your last day of work.