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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Employee Number</th>
</tr>
</thead>
</table>

**Service:**
- [ ] Academic, Regular
- [ ] Academic, Adjunct
- [ ] Classified

**Assignment:**
- Location
- Title of Position
- Subject Field / Department

### CLEARANCE

<table>
<thead>
<tr>
<th>DEPARTMENT / OFFICE</th>
<th>RETURNED</th>
<th>IF NOT RETURNED IDENTIFY ISSUE</th>
<th>CLEARANCE AUTHORIZED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>YES</td>
<td>SIGNATURE</td>
</tr>
</tbody>
</table>

#### 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.

LACCD Form No. HR P-311 09/07/07