



DEPARTMENT OF HUMAN RESOURCES

Separation Clearance Checklist

Employee: _____ Title: _____

Department: _____ Date of Separation: _____

This section to be completed by the Department of Human Resources

The employee returned the following items unless not applicable (n/a) is checked: Yes / N/A

College I.D. _____

Key(s): _____

Beepers: _____

Computer equipment(s): _____

College library books and other materials: _____

If any item is not accounted for, please explain:

Action taken by the Department of Human Resources

Notification: Yes / N/A

Department of Public Safety _____

Office of Information Technology _____

Office of the Controller/Payroll Department _____

This list is a correct record of the items we discussed and of the items that were returned.

Employee: _____ Date: _____

Human Resources: _____ Date: _____

