

Employee: _____

Department: _____ Date of Separation: _____

All employees separating from service on the State payroll must complete this form. The separating employee must return all property belonging to the College and/or grant sponsor, and all outstanding charges must be paid to the appropriate offices prior to receiving the final paycheck.

It is the responsibility of the department to initiate this form prior to the employee's last day on campus.

The department must verify that the employee has returned all items by calling or emailing the offices listed and by placing the initials of the person clearing the employee from obligation on the appropriate line. If there is an outstanding obligation, it is the responsibility of the separating employee to complete the obligation in order that the item is cleared. When all items are cleared, the employee's supervisor signs the form, the employee signs the appropriate section, and then the completed form is forwarded to Human Resources (HR).

Please do not send forms to Human Resources if items are still outstanding.

Initials

	Audio Visual	5577	dolce@geneseo.edu
	Computer Equipment, Cell Phones, Calling Cards, Charges	5577	karasiew@geneseo.edu
	Grant and Loaned Equipment	5100	ccole@geneseo.edu
	Parking Tickets	5978	harnish@geneseo.edu
	Keys	5662	ricet@geneseo.edu
	Inventoried Art Supplies/Chemicals	5512	reyes@geneseo.edu
	Library Books	5192	finnigan@geneseo.edu
	CAS	5648	craggp@geneseo.edu
	Travel Advances	5623	travel@geneseo.edu
	Foundation Card	5089	crilly@geneseo.edu
	VISA Procurement Card	5100	underwoo@geneseo.edu
	Time Sheets	5616	payroll@geneseo.edu
	Card Access	5548	haley@geneseo.edu
	College ID Card and/or Essential Services ID Card (return ID card with this form to HR)		

The above offices have been contacted and all items have been cleared. All department equipment has been returned, and if appropriate, hazardous chemicals have been labeled, inventoried and stored for pick-up. All State property issued or borrowed has been returned and all monies due have been paid. Supervisor has reviewed all outstanding projects and deliverables with employee and has all the necessary information/materials associated with those projects?

Supervisor/Department Head Signature

Employee Signature

Date