

# MIDDLE GEORGIA STATE UNIVERSITY

## Clearance Form for Employee Separations

Employee Name: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Employee Id: \_\_\_\_\_ Are you a currently taking classes at MGA? \_\_\_ Yes \_\_\_ No

The above-named employee has fulfilled all obligations with MGA as follows:

Returned all University property to:		YES	NO	If NO, Value \$	N/A	Verified BY
<b>Facilities</b>	Keys	_____	_____	_____	_____	_____
	Fuel Card Pin	_____	_____	_____	_____	_____
<b>Finance &amp; Operations</b>	Purchasing Card	_____	_____	_____	_____	_____
	Travel submitted in T&E	_____	_____	_____	_____	_____
<b>Bursar Office</b>	Library Fines, Books, etc.	_____	_____	_____	_____	_____
	Parking Fines	_____	_____	_____	_____	_____
	Receipt Books	_____	_____	_____	_____	_____

**PLEASE BE AWARE THAT YOUR MGA EMAIL ADDRESS WILL BE DISABLED AFTER DEPARTURE,**  
Except for MGA Retirees.

### **Home Department Clearance**

I have verified that this employee has vacated his/her office and returned all items belonging to the department.

Computer/Laptop: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other (please list): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Data Governance Clearance**

I have verified that all access to institutional data systems has been terminated and documented in the system.

Please refer to: <https://www.mga.edu/data-governance/access-request-process.php>.

Terminated Data Systems: \_\_\_\_\_

Supervising Data Steward Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **HR USE ONLY**

Resignation Notice: \_\_\_\_\_ Separation Notice: \_\_\_\_\_ TRS/GDCP Refund: \_\_\_\_\_

VPO processed for Final Check: \_\_\_\_\_