

**MIDDLE GEORGIA STATE UNIVERSITY
CLEARANCE FORM FOR EMPLOYEE SEPARATIONS
HUMAN RESOURCES/PAYROLL**

Employee Name _____

Mailing Address for W-2 _____

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

		<u>Yes</u>	<u>No</u>	<u>If no, Value \$</u>	<u>N/A</u>	<u>Verified By</u>
Returned all University property to:						
Plant Operations	Keys	___	___	_____	_____	_____
	Equipment	___	___	_____	_____	_____
	Tools/Supplies	___	___	_____	_____	_____
	Custodial	___	___	_____	_____	_____
	Maintenance	___	___	_____	_____	_____
	Fuel Card Access	___	___	_____	_____	_____
Procurement Office	Purchasing Card	___	___	_____	_____	_____
Bursar Office	Library Fines, Books, etc.	___	___	_____	_____	_____
	Parking Fines	___	___	_____	_____	_____
	Receipt Books	___	___	_____	_____	_____
Police Department	Faculty/Staff Parking Permit	___	___	_____	_____	_____
	Employee ID Card	___	___	_____	_____	_____

**PLEASE BE AWARE THAT YOUR MGA EMAIL ADDRESS WILL BE DISABLED
ONE WEEK AFTER YOUR DEPARTURE.**

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 _____

HR USE ONLY

Resignation Notice: _____

TRS Refund: _____

Separation Notice: _____

ComSouth(Dorm Only): _____

Cobra Election: _____

OK to release final check(s)? _____

The following offices and/or personnel have been notified by email:

Environmental Agent _____

Institutional Research _____

Campus Post Office _____

Controller _____

Computer Services _____

Campus Card Office _____

Accounting Services _____