

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

Employee Name \_\_\_\_\_

Mailing Address for W-2 \_\_\_\_\_

Personal Email : \_\_\_\_\_

**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:						
<b>Plant Operations</b>	Keys	___	___	_____	_____	_____
	Equipment	___	___	_____	_____	_____
	Tools/Supplies	___	___	_____	_____	_____
	Custodial	___	___	_____	_____	_____
	Maintenance	___	___	_____	_____	_____
	Fuel Card Access	___	___	_____	_____	_____
<b>Procurement Office</b>	Purchasing Card	___	___	_____	_____	_____
<b>Bursar Office</b>	Library Fines, Books, etc.	___	___	_____	_____	_____
	Parking Fines	___	___	_____	_____	_____
	Receipt Books	___	___	_____	_____	_____
<b>Police Department</b>	Faculty/Staff Parking Permit	___	___	_____	_____	_____
	Employee ID Card	___	___	_____	_____	_____

**PLEASE BE AWARE THAT YOUR MGA EMAIL ADDRESS WILL BE DISABLED  
ONE WEEK AFTER YOUR DEPARTURE.**  
(Does not apply to Retirees)

**Home Department Clearance**

I have verified that this employee has vacated his/her office and returned all items belonging to the department. I have verified that all access to dept. data systems has been terminated.

Computer/Laptop: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Termed Data Systems: \_\_\_\_\_  
 Other (please list): \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**HR USE ONLY**

Resignation Notice: \_\_\_\_\_ Separation Notice: \_\_\_\_\_  
 TRS Refund: \_\_\_\_\_ ComSouth(Dorm Only): \_\_\_\_\_  
 Cobra Election: \_\_\_\_\_

**OK to release final check(s)?** \_\_\_\_\_

The following offices and/or personnel have been notified by email: Date email sent: \_\_\_\_\_

Environmental Agent	_____	Computer Services	_____
Institutional Research	_____	Campus Card Office	_____
Campus Post Office	_____	Accounting Services	_____
Controller	_____		