

**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 | ___ | ___ | _____ | _____ | _____ |
| Information Tech. Department | Computer | ___ | ___ | _____ | _____ | _____ |
| | Laptop | ___ | ___ | _____ | _____ | _____ |
| | I-Pad | ___ | ___ | _____ | _____ | _____ |
| | Tablet | ___ | ___ | _____ | _____ | _____ |

**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.

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 _____