

APPENDIX A
Administrative Policy and Procedure 2.9
University of New Orleans
CLEARANCE FORM FOR EMPLOYEES TERMINATING EMPLOYMENT

Name of Employee	Department/Unit	Termination Date	Employee ID #
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Forwarding address for W-2 form:
 (to be completed by employee)

SIGNATURES

Office	Printed Name	Signature ⁽¹⁾	Date
Accounts Payable	<hr/>	<hr/>	<hr/>
Accounts Receivable	<hr/>	<hr/>	<hr/>
Bursar	<hr/>	<hr/>	<hr/>
Instructional Media and Technology	<hr/>	<hr/>	<hr/>
Library	<hr/>	<hr/>	<hr/>
Office of Research	<hr/>	<hr/>	<hr/>
Property Control	<hr/>	<hr/>	<hr/>
University Computing and Communications	<hr/>	<hr/>	<hr/>
University Police	<hr/>	<hr/>	<hr/>
Dept. Chair/Dir./Unit Supervisor ⁽²⁾	<hr/>	<hr/>	<hr/>

Employee's Signature ⁽³⁾	Date
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- (1) Signature certifies that the employee has settled all accounts and met all obligations to the office.
- (2) Signature certifies receipt or completion of items 3-6 listed in the section on Departing Employee (checklist on the next page).
- (3) Signature certifies that employee has completed all assigned duties and returned all State property to the appropriate officials.

CHECKLIST FOR DEPARTMENT CHAIR, DIRECTOR, OR UNIT SUPERVISOR

Initials

All student grade and attendance records for the last five years.

All examinations and other student papers or projects for the last calendar year, with instructions for the interpretation of grade entries.

In cases where students have not yet finished the work in a course, written instructions for administering and grading examinations and requirements for the removal of I grades must also be submitted. (Grade records and examinations will be returned after one year if a written request is made within that time.)

All computer software owned by university.

All university project work along with appropriate documentation.

The university identification card (to be placed in the employee's department file).

The university-authorized VISA corporate card (to be returned to the Office of Financial Services).

All university keys, supplies, and moveable equipment (including moveable equipment off campus) and any other property purchased with university funds. Equipment and supplies, including books and journals, purchased by or for an employee with money from grants, contracts, or gifts are considered to be the property of the University.

Verifies and signs appropriate attendance leave records.

Removes all personal belongings from the workplace.

Furnishes forwarding address and directions as to where and how to make contact for the next three months.
