

**Piedmont Technical College**  
**Employee Termination Clearance Form**

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

Termination Date: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

1. Supervisor's Clearance \_\_\_\_\_  
Course Materials & other Division Clearance
2. Institutional Officer \_\_\_\_\_
3. Information Services Clearance \_\_\_\_\_
4. Library Clearance \_\_\_\_\_
5. Public Safety  
/Security Key Clearance \_\_\_\_\_
6. Equipment Clearance  
/Prop/Inventory Control \_\_\_\_\_
7. Payroll Clearance \_\_\_\_\_
8. Staff & Program Development \_\_\_\_\_
9. Human Resource Office  
Exit Processing \_\_\_\_\_
10. Web Site/Campus Pipeline \_\_\_\_\_
11. Employee Signature \_\_\_\_\_

***\*ALL OF THE ABOVE STEPS REQUIRE YOUR PERSONAL VISITATION\****