

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****