

EMPLOYEE EXIT CLEARANCE FORM

Employee Name: _____

UNC Charlotte ID Number: _____

Requirement prior to separation:

Obtain clearance and authorized signature from the following departments

Department	Authorized Signature
Departmental <ul style="list-style-type: none"> • University ID cards, keys, uniforms, tools/equipment (such as cell phones or lap top computers), phone cards, purchasing cards, all petty cash items (receipts and cash), and other university property returned • Departmental computer access terminated • Leave accounting coordinated with Payroll 	 _____ Supervisor Signature
Library <ul style="list-style-type: none"> • Materials returned • No outstanding fines 	 _____ Library Signature
Parking Services <ul style="list-style-type: none"> • Decal and ID have been returned • No outstanding fines 	 _____ Parking Services Signature
Travel & Complex Payments <ul style="list-style-type: none"> • No outstanding travel advances, fees, etc. 	 _____ Travel & Complex Signature
Student Accounts (if taking classes) <ul style="list-style-type: none"> • No outstanding account balance 	 _____ Student Accounts Signature
Benefits Department <ul style="list-style-type: none"> • Benefits information provided • Exit clearance form received 	 _____ Benefits Signature