

**EXITING PROCEDURES
CHEMISTRY DEPARTMENT ADMINISTRATIVE OFFICE**

GRADUATE STUDENTS

The following clearance form must be completed to clear you of all areas when leaving the Chemistry Department and receive your final paycheck. The HR Account must be the last to sign.

NAME

| <i>Department Area</i> | <i>Cleared Date</i> | <i>Authorized Signature</i> |
|------------------------------------|----------------------------|---|
| Graduate Office | _____ | _____ <i>Ann Dasher /Tanya Chambers</i> |
| KEYS | _____ | _____ <i>Ethel Ellington</i> |
| MAILBOX & FORWARDING ADDRESS | _____ | _____ <i>Ethel Ellington</i> |
| | _____ | |
| | _____ | |
| | _____ | |
| LIBRARY 441 | _____ | _____ <i>Donna Hudson / Anita Westlake</i> |
| ISSP (International Students Only) | _____ | _____ <i>(404) 727-3300</i> |
| ADVISOR Termination date | _____ _____ | _____ <i>Faculty</i> |
| HR ACCOUNT | _____ | _____ <i>Ann Dasher</i> |

RETURN COMPLETED FORM TO ANN DASHER IN ROOM 310