SOUTHEAST MISSOURI STATE UNIVERSITY

NON-FACULTY PROPERTY CLEARANCE FORM

To be completed before final payroll check can be processed for employees terminating employment with the University. Terminating employee should obtain all required signatures and return completed form to the Human Resources Office, Academic Hall, Room 012, on the last working day.

Employee Name: __________________________ Southeast ID: S0__________________
Department:______________________________ Termination Date:__________________
Forwarding Address:_____________________________________________________________

The following departments certify that no property or charges are due from the above-named employee.

_________________________________
FACILITIES MANAGEMENT (Keys, Uniforms)
Facilities Management Service Center
610 Washington

_________________________________
STUDENT FINANCIAL SERVICES (Outstanding Debts)
Academic Hall 019
Must check both AR Other and On-Account and be approved by an Accounts Supervisor

_________________________________
LIBRARY (Borrowed materials, books, etc.)
Circulation Department, Kent Library

_________________________________
TEXTBOOK SERVICES (Borrowed Textbooks)
Kent Library, Room 123

_________________________________
ACCOUNTS PAYABLE
Academic Hall 200

_________________________________
ACCOUNTING SERVICES (Purchasing card)
Academic Hall 200

_________________________________
EMPLOYEE’S SUPERVISOR (Completed Termination Report Form)

_________________________________
HUMAN RESOURCES (Parking tag, Staff ID, Fee Waiver & Vehicle)
Academic Hall 012

Fee Waiver application (Prior 6 mos)? YES ____ NO _____
University Provided Vehicle? YES ____ NO _____
Parking Tag ____  Staff ID _____

I have completed the online Exit Interview Survey. _______ YES

The Exit Interview Survey can be accessed at: https://semohr.az1.qualtrics.com/jfe/form/SV_bNlxXPTyon3P6AZ
You may also directly access the survey from the link on the Human Resources Page >> Human Resources Forms>> Separation>> Exit Interview Questionnaire (Online Form) or you may contact Human Resources at 651-2206.

Updated   08/13/19