

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: SO _____

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

HUMAN RESOURCES (*Parking tag and Staff ID*)

Academic Hall 012

Fee Waiver application? YES ____ NO ____

UNIVERSITY PROVIDED VEHICLE – Human Resources

(See Operations Manager)