

NAME: _____

SOUTHEAST ID: S0 _____

DEPARTMENT: _____

TERMINATION DATE: _____

FORWARDING ADDRESS: _____

FACULTY CHECK-OUT PROCEDURE

A faculty member leaving the employment of the university should clear all financial obligations to the University and return all University property **prior to the receipt of the final payroll check.**

Department Chairpersons should verify the faculty member’s clearance with the units listed below except for (A), (H), and (I). **Verification may be done by telephone.** (A) FACILITIES MANAGEMENT (keys), (H) ACCOUNTING SERVICES (purchasing card), and (I) HUMAN RESOURCES (parking tag & ID) **must be turned in to the appropriate office in person by the faculty member.**

Check for Verification

- (A) **FACILITIES MANAGEMENT** (2331)
610 Washington - Return issued keys _____
- (B) **STUDENT FINANCIAL SERVICES** (2253)
Financial obligations _____
- (C) **TEXTBOOK SERVICES** (2236) _____
- (D) **KENT LIBRARY** (7308)
Borrowed materials, books, etc. _____
- (E) **OFFICE OF THE DEAN** – Dept. related keys,
audio-visual materials, non-dept. equipment _____
- (F) **DEPARTMENTAL CHAIRPERSON** - Student
advising folders and all other university-owned
supplied books and equipment _____
- (G) **ACCOUNTS PAYABLE** (2534)
Academic Hall 200 (Travel advance) _____
- (H) **ACCOUNTING SERVICES** (2076)
Academic Hall 200 (Purchasing card) _____
- (I) **HUMAN RESOURCES** (2206)
Academic Hall 012 (Parking tag and ID)
Fee waiver application _____ Yes _____ No _____

NOTE: This form is to be used for all continuing faculty who are leaving the University and for all faculty on term appointments if the appointments have not been renewed prior to the end of the last pay period. This form should **not** be used for graduate assistants.

If the terminating faculty member is a **Chairperson**, the college dean should make the appropriate verifications and sign in place of the chairperson.

Chairperson Signature