

SOUTHEAST MISSOURI STATE UNIVERSITY
NON-FACULTY PROPERTY CLEARANCE FORM

To be completed before final payroll check can be processed for employees terminating service 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: _____

Effective Date: _____

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 ____

Do you have security to the University's database? YES ____ NO ____

FINAL PAYROLL CHECK CANNOT BE PROCESSED WITHOUT ALL REQUIRED SIGNATURES

Human Resources - Office Use Only	
_____	Parking Tag
_____	I.D. Card
_____	Purchasing Card
_____	Check Released