

**The Ohio State University
Ohio Agricultural Research and Development Center
Departure/Clearance Form**



Instructions: The department employee/associate will obtain this form from his/her department office and will clear with each office listed. After the form is completed, it will be signed by the employee/associate and the department chairperson or associate chairperson and forwarded to the OARDC Office of Human Resources. The final payroll check for the departing employee/associate will not be released until this form is turned into the Office of Human Resources.

Employees: Check One

- Regular CCS Faculty Visiting Scholar
 Regular A & P Temporary Inter-Department Transfer
 Student Graduate Res Assoc Other

Name _____

Employee ID # _____

Forwarding Address: (please print or type)

Title _____

Department _____

Date of Departure _____

Keys Returned

Key #	Key #	Key #	Key #	Key #	Key #
Date	Date	Date	Date	Date	Date
Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By

The departing employee/associate is responsible for obtaining clearances and signatures from each office or department listed. For example, the Librarian will sign the Library blank, indicating that the employee has returned all library books and key card. Department transfers need not complete this section.

Library - Books, Journals, etc. _____

Facilities Services - Building Keys
(except grad student housing keys) _____

Human Resources - Graduate Student
Housing Keys _____

Fiscal Office - Long Distance
Phone Charges _____

Information Technology Email _____

Department - ID, P- Card and
assigned equipment _____

Employee/Associate Signature

Department Chair/Assistant Chair Signature

Date