

**CAMPUS SEPARATION & CLEARANCE**

*Complete and return to the Office of Human Resources on or prior to your last date of work.*

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Last Day of Work: \_\_\_\_\_ Last Date of Pay (*actual termination*): \_\_\_\_\_

My forwarding address: \_\_\_\_\_

My forwarding telephone number: \_\_\_\_\_

*Provide a signed memo to HR with any special instructions regarding providing your address and/or telephone information to those who request it.*

**Obtain clearance signatures from the following offices prior to departing campus:** **Signature:**

**1. Department VP, Director, or Division Dean**  
Return departmental equipment, office equipment, books, or other property. \_\_\_\_\_

**2. IT Department**  
Clear computer usage account(s). Return assigned portable electronic devices, such as mobile phones, computers, or tablets to the IT Department representative. Give your office telephone number and security access code to the associate vice president of Information Technology, or designee, to have voice mail messages forwarded or erased, and record a referral telephone number until the position is filled. \_\_\_\_\_

**3. Instructional Technology Support Services**  
Return all borrowed audiovisual equipment such as portable projectors, cameras, tripods, or recording devices to the coordinator of Instructional Technology Support Services, or designee. \_\_\_\_\_

**4. Library**  
Return all borrowed library books and other materials to the main desk. \_\_\_\_\_

**5. Facility Services or Extended Campuses**  
Return all college keys, uniforms, etc. to the director of Facility Services or designee, or extended campus director. \_\_\_\_\_

*Clear with the Business Office, then Human Resources, only after all others are completed.*

**6. Financial Services/Business Office**  
Return all college materials and equipment, including credit card(s), if applicable. Pay any outstanding encumbrances, including educational grants and scholarships. \_\_\_\_\_

**7. Human Resources (Last)**  
Return College ID, parking permit(s) and obtain Tennessee Department of Employment Security Separation Notice form. Submit or participate in a formal Exit Interview, if not previously completed. \_\_\_\_\_

**Received by the Office of Human Resources:**

Name and Signature	Title	Date
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