

**MIDDLE GEORGIA COLLEGE
CLEARANCE FORM FOR TERMINATING/RETIRING
HUMAN RESOURCES/PAYROLL**

Employee Name _____
 Mailing Address _____
 for Tax Forms _____
 W2's, etc.: _____

The above named employee has fulfilled all obligations with Middle Georgia College as follows:

Returned all College property to:	<u>Yes</u>	<u>No</u>	<u>If no, \$ Value</u>	<u>Verified By</u>
Plant Operations				
Keys	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Uniforms	_____	_____	_____	_____
Tools/Supplies	_____	_____	_____	_____
Custodial	_____	_____	_____	_____
Maintenance	_____	_____	_____	_____
Purchasing				
Fuel/Purchasing Card	_____	_____	_____	_____
Library				
Fines and/or Books, etc	_____	_____	_____	_____
Campus Police				
Parking Tag/Fines	_____	_____	_____	_____
Business Office				
Receipt Books	_____	_____	_____	_____

Home Department Clearance

I have verified that this employee has vacated his/her office and returned all items belonging to the department.

Computer/Laptop _____ Other (Please list) _____
 Cell phone _____
 Blackberry _____

Supervisor's Signature _____

EMPLOYEE HAS COMPLETED ALL PERSONNEL MATTERS BELOW

Resignation Notice: _____ Separation Notice: _____
 TRS Refund: _____ ComSouth(Dorm Only): _____
 Cobra Election: _____

OK to release final check(s)? _____

HR USE ONLY

The following offices and/or personnel have been notified by email:

Environmental Agent _____	Computer Services _____
Institutional Research _____	Campus Card Office _____
Campus Post Office _____	