

**UNIVERSITY OF LOUISIANA AT LAFAYETTE
SEPARATION CLEARANCE FORM**

Name _____ Social Security Number _____

Department _____ Position _____

Forwarding Address: _____ Is this a new address? Yes _____ No _____

Street/P.O. Box _____

City _____ State _____ ZIP _____

Circle Status Change: Resignation Retirement Other _____ Date of Separation: _____ / _____ / _____
(list) (month) (day) (year)

Visit each department listed below to have the proper person in that department verify/sign that all transactions with them have been completed and all accounts closed. If you do not have an account or property with a department then simply circle the N/A box, except sections G, I & M are MANDATORY visitations.

A. Edith Garland Dupre Library -
Reference books and materials
returned. **Yes N/A**
Signature _____
Date _____

F. UL Lafayette Federal Credit -
Arrangements have been made for all
existing loans. **Yes N/A**
Signature _____
Date _____

K. Parking Office – UL Lafayette
parking permit cancelled-sticker
returned. **Yes N/A**
Signature _____
Date _____

B. University Post Office - Post Office
box key has been turned in,
forwarding address on file. **Yes N/A**
Signature _____
Date _____

G. Administrative Services Cashier - All
accounts have been cleared. **Yes**
Signature _____
Date _____

L. Purchasing – LaCarte
Procurement (VISA) card returned.
Any receipts, logs and statements
turned in. **Yes N/A**

C. Physical Facilities Department - All
University keys have been returned.
Yes N/A
Signature _____
Date _____

H. Administrative Services - Bank of
America VISA Travel Card returned.
Yes N/A
Signature _____
Date _____

Signature _____
Date _____

D. Information Networks -
All telephone credit cards and pagers
returned to Dupre Library Rm 302
and cancelled. **Yes N/A**
Signature _____
Date _____

I. Human Resources - Benefits,
insurance and other personnel
matters have been discussed and
resolved. **Yes**
Signature _____
Date _____

M. Employee's Department Head –
Accounted for all departmental
equipment assigned; grades have
been turned in; and copies of grade
books filed; details of "I" given to
department head; other departmental
matters are in order. **Yes**
Signature _____
Date _____

E. University Bookstore - Bookstore
accounts have been cleared. **Yes N/A**
Signature _____
Date _____

J. ID – UL Lafayette Identification
card returned. **Yes N/A**
Signature _____
Date _____

YOUR FINAL PAYCHECK WILL BE HELD UNTIL THIS FORM IS COMPLETED. WHEN ENTIRE FORM HAS BEEN COMPLETED, RETURN TO YOUR HOME DEPARTMENT. THE DEPARTMENT HEAD WILL SEND THE COMPLETED FORM TO THE UNIVERSITY ADMINISTRATIVE SERVICES OFFICE, ATTENTION: PAYROLL.

I certify that I have no unpaid University bills, and that I have returned all university property as indicated above, and that I have removed the campus parking permit from my vehicle(s).

Signature of Employee

Date