

EMPLOYEE EXIT CLEARANCE FORM

Employee Name: _____

UNC Charlotte ID Number:

Requirement prior to separation:

Obtain clearance and authorized signature from the following departments

Department	Authorized Signature
Departmental <ul style="list-style-type: none"> University ID cards, keys, uniforms, tools/equipment (such as cell phones or lap top computers), phone cards, purchasing cards, all petty cash items (receipts and cash), and other university property returned Departmental computer access terminated Leave accounting coordinated with Payroll 	<hr/> Supervisor Signature
Library <ul style="list-style-type: none"> Materials returned No outstanding fines 	<hr/> Library Signature
Parking Services <ul style="list-style-type: none"> Decal and ID have been returned No outstanding fines 	<hr/> Parking Services Signature
Travel & Complex Payments <ul style="list-style-type: none"> No outstanding travel advances, fees, etc. 	<hr/> Travel & Complex Signature
Student Accounts (if taking classes) <ul style="list-style-type: none"> No outstanding account balance 	<hr/> Student Accounts Signature
Benefits Department <ul style="list-style-type: none"> Benefits information provided Exit clearance form received 	<hr/> Benefits Signature