

**WASHINGTON COLLEGE  
EXIT CLEARANCE FORM**

EMPLOYEE NAME \_\_\_\_\_ Last Date of Employment \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

As part of the exit process, the supervisor must contact the individuals below verifying that all of the following obligations have been satisfied. Upon completion, return the form to Human Resources. (Place the contact person's initials on the appropriate line as an indication of obligation being satisfied.)

**DEPARTMENT: (Department Head or Supervisor)**

\_\_\_\_\_ Books, uniforms, tools or other materials issued from the department returned  
\_\_\_\_\_ Audio-visual materials and equipment returned (if applicable)  
\_\_\_\_\_ Desk keys returned  
\_\_\_\_\_ Corporate (Department) Credit Card, (if applicable)

**LIBRARY: (Cyndy Sutton, ext. 7701 or Ruth Shoge, ext. 7292)**

\_\_\_\_\_ All library books and materials returned

**INFORMATION TECHNOLOGY: (Cal Coursey ext. 8950 or Billie Dodge, ext. 7760)**

\_\_\_\_\_ College computers, printers, software, cell phones, pagers, and other related equipment returned  
\_\_\_\_\_ Voice mail and e-mail accounts discontinued (if applicable)

**PUBLIC SAFETY: (Jerry Roderick or Sue Golinski, ext. 7810)**

\_\_\_\_\_ College keys and access devices returned  
\_\_\_\_\_ Faculty/staff ID card(s) returned  
\_\_\_\_\_ Parking tag(s) returned

**HUMAN RESOURCES: (Yvette Beck ext. 7799)**

\_\_\_\_\_ Fringe benefits reviewed (if applicable)  
\_\_\_\_\_ Exit interview completed (if applicable)  
\_\_\_\_\_ Business Office adjustments (if applicable)

I acknowledge the above exit conditions and obligations have been satisfied.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date