



EMPLOYEE DEPARTURE CLEARANCE FORM

EACH FULL-TIME AND PART-TIME NON-STUDENT EMPLOYEE TERMINATING EMPLOYMENT WITH NORTH GEORGIA COLLEGE MUST SECURE CLEARANCE FROM EACH OF THE DEPARTMENTS LISTED BELOW. **FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY COULD RESULT IN THE TERMINATING EMPLOYEE'S FINAL PAYCHECK BEING HELD UNTIL PROPER CLEARANCE HAS BEEN SECURED.**

EMPLOYEE NAME: _____
 LAST DAY OF EMPLOYMENT: _____ DEPARTMENT: _____
 FORWARDING ADDRESS: _____

If you are retiring from the university, do you want to keep your email account? Yes ____ No ____

DEPARTMENT	SIGNATURE	DATE	DESCRIPTION OF CLEARANCE
1. Supervisor/Dept Head	_____ / _____	_____ / _____	Exit Interview*
2. Auxiliary Services	_____ / _____	_____ / _____	Outstanding Obligations
3. Materials Management	_____ / _____	_____ / _____	Visa Card/Cell Phone
4. Plant Operations	_____ / _____	_____ / _____	Keys
5. Public Safety	_____ / _____	_____ / _____	Parking Permit/Tickets
6. Library	_____ / _____	_____ / _____	Outstanding Materials/ Obligations
7. Information Technology	_____ / _____	_____ / _____	Network/Email Access
8. Business Office	_____ / _____	_____ / _____	Outstanding Obligations
9. Human Resources	_____ / _____	_____ / _____	ID, Corporate American Express Cards

TERMINATE INSURANCE COVERAGE AS OF: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

***FOR FACULTY:** Turn in all final grade reports for the last 8 years of employment to your department head.
NOTE: Grade reports are owned by the institution, according to the office of Legal Affairs, Board of Regents