



Wilkes University

Outgoing Clearance for Separating Employee

As you prepare for your departure from Wilkes, please visit the departments below to return any University-issued property. Be sure to obtain signatures from each department. If any items are not returned, the University reserves the right to withhold your final paycheck or deduct the cost of any item(s) not returned.

Date of Separation: _____ Employee Name: _____

Supervisor Name: _____ Department Name: _____

1) RETURN BUILDING/OFFICE KEYS TO FACILITIES
at 229 South Main Street, x2349 or x4910

Date Returned Received by

2) RETURN ID CARD / PARKING PERMIT TO PUBLIC SAFETY at 148 South Main Street, UCOM Garage, x3817 or x7275 (Parking)

Date Returned Received by

3) RETURN TO INFORMATION TECHNOLOGY SERVICES (i.e. cell phone, laptop/computer, tablet, etc.) at the Farley Library at the corner of South Franklin & South Streets, extension x4357

Date Returned Received by

4) VISIT THE CONTROLLER'S OFFICE FOR (Outstanding Balances/Fees, P-Card, Computer Purchase, Tuition, etc.) at Miller Hall, 32 W. South St.

Date Returned Received by

5) RETURN ANY OTHER UNIVERSITY PROPERTY DIRECTLY TO SUPERVISOR (i.e. Uniforms and any other special equipment)

Date Returned Received by

Provide New Address (if applicable, for forwarding W-2, etc.) _____ _____ _____

Supervisor Signature Date: _____

Human Resources Signature Date: _____