

TRINITY UNIVERSITY CLEARANCE FORM

Instructions: This Clearance Form should be signed by each department listed below on or before the employee's last working day. The Office of Human Resources should be the final stop for Clearance and submission of the form. Human Resources will not release an employee's final check without a completed Clearance Form. If the employee is currently enrolled in Direct Deposit, it will be cancelled on the last pay period.

Employee Name: _____ Department: _____

Title: _____ Last Working Day: _____

TU ID Number: _____

Permanent Forwarding Address: _____

Clearance Area	Items	Signatures
Department	Uniforms, equipment, or any other items issued by the department	
Information Technology Services (108 Halsell)	University issued phones and electronic devices	
Library (Circulation desk)	Books, journals, outstanding fines	
Center for Learning and Technology (101D Elizabeth Huth Coates Library)	Laptops, cameras, etc.	
Campus Security (142 Northrup Hall)	Traffic Fines	
Facilities Services (204 Prassel)	Keys	
Purchasing (203A Prassel)	Credit Cards (P cards)	
Business Office (142 Northrup Hall)	Outstanding Obligations	
Human Resources (108 Northrup Hall)	Trinity ID Card	

Conversion privileges for life, health and dental insurance are available upon termination of employment. If interested, please contact Human Resources at X7507.

Final Payroll Check Distribution (Select One)

- () Pick up in Human Resources by: _____
- () Mail to Permanent Address Listed Above.
- () Mail to Following Address: _____

(Date)

(Signature)

For HR USE ONLY

Final Paycheck Issued On: _____

Issued By: _____