



Clearance Sheet

Name: _____ Date: _____

Department/Location: _____

It is the sole responsibility of the employee to have each section of this form completed and returned to the Office of Human Resources no later than the last day of employment. YOUR final paycheck will not be released until this form is completed!

1. Library:

Library Services acknowledges that there are no outstanding materials owed to Athens Technical College.

Books	_____	_____	_____
		Library Services	Date
Other Materials	_____		

2. Plant Engineering:

All keys affiliated with Athens Technical College have been returned to the Facilities Director.

Key(s) Returned	_____	_____	_____
		Facilities Director	Date

3. Department:

Department supervisor acknowledges that there are no materials or office equipment on loan.

Desk Copies	_____	_____	_____
		Vice President/Dean/Director	Date
Other Materials	_____		

4. SDS Office:

Registrar acknowledges that there are no outstanding grade books or other materials due.

Grade Book(s)	_____	_____	_____
		Registrar	Date
Other Materials	_____		

5. Information Technology:

Director of computer services acknowledges that access to computer accounts will be deleted.

Banner	_____	_____	_____
		Director of Computer Services	Date

6. Webmaster:

Webmaster acknowledges that access to the ATC Intranet will be deleted.

Email	_____	_____	_____
		Webmaster	Date

7. Administrative Services:

Vice President of Administrative Services acknowledges that there are no outstanding purchasing, gas cards, or any other materials due.

Purchasing Card	_____	_____	_____
PeopleSoft Account		Vice President of Administrative Services	Date
Gas Card	_____		

8. Exit Interview:

Employee is to schedule and participate in an "Exit Interview" with the Office of Human Resources after all other sections are complete.

Exit Interview	_____	_____	_____
		Director of Human Resources	Date
Separation Process	_____		