College of Agriculture/AAES
Clearance Checklist for Transfer

Employee Name: Banner ID:

Title:

Department Name:

Supervisor Name:

This certificate must be completed for all College of Agriculture & AAES Staff, A/P, and Faculty employees who transfer outside the College of Agriculture and AAES. The Clearance Checklist should be completed prior to transfer and signed by the employee and supervisor along with any surrendered items as indicated below. Please conduct the performance review for the established performance management plan to "close-out" the department records. Please print and complete this form, send to Ag/AAES Business Office, 110 Comer Hall, Attn: Human Resources along with the collected items and the completed performance review.

The following items have been returned / discussed:

> The Facilities Division key shop has been contacted for a list of key(s) issued to the transferring employee (see attached listing); all keys have been returned to the Supervisor or designee. Arrangements will be made to transfer key ownership if necessary.

> All purchasing cards, calling cards have been surrendered.

> All telephone access codes have been cancelled.

> All other College of Agriculture or AAES property has been returned to include items such as, mobile phones, laptops, pagers, etc.

> All access badges to College of Agriculture/AAES buildings, offices, and equipment have been returned or door access has been cancelled assigned to the AU ID card have been cancelled.

Signatures:

Transferring employee: Date:

Supervisor: Date: