FACULTY & STAFF CLEARANCE SIGN-OFF FORM

Name _________________________________________    Title____________________________
Department_____________________________________       Separation Date___________________

CLEAREANCES MUST BE OBTAINED FROM THE FOLLOWING AREAS
PRIOR TO THE RELEASE OF FINAL PAYCHECK

<table>
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<th>SIGNATURE</th>
<th>DATE</th>
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DEPARTMENT CLEARANCE
Assignments completed
Teaching materials
Official department records
Department property (cell phones, reports, pins, etc)

INFORMATION TECHNOLOGY (B-429)
Equipment
Software
Instruction manuals
Access code
Other

LIBRARY
Books due
Fines

PAYROLL/ACCOUNTING (T-504)
Final timesheets
Pay Advances

PUBLIC SAFETY/LOCKSMITH (C-030)
Keys * (see attached key form and get appropriate signature
I.D. Card*
Parking Sticker

PROPERTY MANAGEMENT (G-100)
Office Laboratory
and/or Recreation Equipment

HUMAN RESOURCES (B-215)
Benefits
Exit Interview
Final timesheets
Swipe Card

COMPLETED FORM MUST BE RETURNED TO HUMAN RESOURCES OFFICE
* Lost Keys, ID or swipe cards must be paid for.
HUMAN RESOURCES is the last signature
HOSTOS COMMUNITY COLLEGE
The City University of New York