

CLEARANCE CERTIFICATE

Employee Name: _____

S.S.#: _____ Last Work Day: _____

- Employee will be on extended Leave of Absence
- Employee is Retiring
- Employee is Terminating Employment

I have either retrieved the items listed below, discussed them with the employee, or contacted the departments and informed them of the above stated employee's separation from PCC. This employee has been informed of any indebtedness to the college and has been encouraged to make remuneration.

Supervisor Signature: _____ Date: _____

- Notice to Payroll - final check Payroll Specialist notified
- Keys: building, office, desk, file, etc. Recovered; return to Michael Joyner, SY CC 124
- Purchasing Card Recovered; contact x 2834 immediately
- Photo copy card Recovered; contact x 4384
- Staff ID card Destroy (does not apply if employee on LOA)
- Library materials/equipment Contact Library/Media Center, x 4498
- Computer and e-mail security Contact Help Desk, x 4400
- Parking fees/concerns Contact Parking and Transport., x 4758
- Computer loans Contact Payroll, x 2835
- Payroll deductions Contact Payroll Specialist for area
- Benefits questions Human Resources, x 5859, x 5863

I agree to return any PCC property currently in my possession and to reimburse PCC for any pending financial indebtedness.

Employee Signature: _____ Date: _____

Distribution:
department
employee