

**University of Virginia's College at Wise  
Exit/Clearance Form**

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose:** To provide a means of ensuring the exiting employee returns all College property and settles all indebtedness to the College. All existing employees must get signatures from the appropriate parties in **all clearance departments before** they participate in an exit interview with Human Resources.

**Items to Return:**

College I.D. Cards

Key/Swipe Cards

E-mail Accounts/Access Privileges

Cell Phones

System/Computer Accounts/Access

Travel and Expense Cards

Laptop computers, PDAs, iPads, etc.

Rental Uniforms

Other College Property

**Important:** All financial matters and/or indebtedness to the College at Wise, including parking tickets must be settled. Removal of College property or failure to return College property may be construed as theft and appropriate action, which includes both legal and law enforcement action may be taken if property is not returned or paid or on demand. This includes uniforms rented on your behalf from the College. Legal action may also be taken for failure to pay any debt owed to the College.

**Signatures from departmental representatives or designees:**

Information Technology (Holly Meade) \_\_\_\_\_

Keys/Access Codes (Mark Ramsey) \_\_\_\_\_

Travel & Expense Cards, Cell Phones \_\_\_\_\_  
(Elizabeth Moore/David Amos)

Security Roles for Workday (Angela Thompson) \_\_\_\_\_

Property Management (Kristy Robertson) \_\_\_\_\_

Cashier's Office (Amanda Hughes) \_\_\_\_\_

Library (Katherine Bolling) \_\_\_\_\_

Book Store (Joelle Kent) \_\_\_\_\_

Parking (Diane Thacker) \_\_\_\_\_

Department Supervisor (Required) \_\_\_\_\_

Supervisor's signature implies your verification that the exiting employee has returned all College property (including rental uniforms) to the appropriate department and all indebtedness has been resolved.

**RETURN THIS FORM TO HUMAN RESOURCES**