

**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 exiting 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	System/Computer Accounts/Access
Key/Swipe Cards	Travel and Expense Cards
E-mail Accounts/Access Privileges	Laptop computers, PDAs, etc.
Voice Mail Account Access	Rental Uniforms
Cell Phones	Other College Property

Important: All financial matters and/or indebtedness to the University and/or College, including parking tickets must be settled. **Removal of College property or failure to return University 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 for 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 University.**

The exiting employee must return all College property and settle all indebtedness by the last day that he/she physically is on the job.

Signatures from departmental representatives or designees:

Information Technology (Oscar Raile) _____

Keys/Access Codes (Mark Ramsey) _____

Travel & Expense Cards, Cell Phones _____
(Joe Kiser/Elizabeth Moore)

Property Management (Kristy Kiser) _____

Cashier's Office (Katherine Stallard) _____

Library (Robin Benke) _____

Book Store (Scott Lawson) _____

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