

**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 (Laura Pritchard) _____

Keys/Access Codes (Mark Ramsey) _____

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

Property Management (Kristy Robertson) _____

Cashier's Office (Amanda Hughes) _____

Library (Robin Benke) _____

Book Store (Dana Kelley) _____

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