

OKLAHOMA BAPTIST UNIVERSITY  
FACULTY/STAFF CLEARANCE FORM

\_\_\_\_\_  
Name of Employee, I D #

\_\_\_\_\_  
Separation Date (last day on duty)

*This form is to be completed prior to the employee's final day at work and returned to the Human Resources Office. The Department Dean/Chairman may clear the Learning Center by telephone and initial for the Learning Center Representative. Exit conference is scheduled for Monday DATE with David Joza. Please call 2013 to reschedule.*

Department Approval. All equipment and materials accounted for.

\_\_\_\_\_  
Signature of Dean/Chairperson/Supervisor

Letter of resignation received or notice given?

\_\_\_\_\_  
Signature of Dean/Chairperson/Supervisor

Physical Plant (Key(s) Returned?)

\_\_\_\_\_  
Signature of Physical Plant Representative x2353

Learning Center (AV, Listening Lab, Library)

\_\_\_\_\_  
Signature of Learning Center Representative x2264

Business Office

- a. Personal Charges \$ \_\_\_\_\_
- b. Insurance \$ \_\_\_\_\_
- c. Car allowance cleared \$ \_\_\_\_\_
- d. Travel advance cleared \$ \_\_\_\_\_
- e. Visa returned \_\_\_\_\_

\_\_\_\_\_  
Signature of Business Office Representative x2020

Human Resources x2013

- a. OBU I.D. \_\_\_\_\_
- b. Parking Sticker \_\_\_\_\_
- d. COBRA Notice \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources Director

REASON FOR LEAVING: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Development (x2712) Pledge Balance \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources Director

I wish to continue my pledge to OBU by mail.  Yes  No

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_