

OKLAHOMA BAPTIST UNIVERSITY

FACULTY/STAFF CLEARANCE FORM

Name: _____ OBU ID# _____ 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.

Exit conference is scheduled for _____ at _____ with Mike Johnson, call 5130 to reschedule.

Department Approval.

- a. Letter of resignation received or notice given?
- b. All equipment and materials accounted for?
- c. Learning Center (AV, Listening Lab, Library).

Signature of Dean/Chairperson/Supervisor

IS & S Approval

- a. Lap Top Computer received? ___Yes ___No, had PC.
- b. IPAD received?___ Yes ___No, didn't have one.

Signature of Assistant VP for Business Affairs

Business Office

- a. Personal Charges \$ _____
- b. Insurance \$ _____
- c. Car allowance cleared _____
- d. Travel advance cleared _____
- e. Cell phone allowance cleared _____
- f. Visa returned _____
- g. Employee meal plan cleared _____

Signature of Business Services Representative

Human Resources

- a. OBU I.D. _____
- b. COBRA Notice _____
- c. Key(s) Returned _____
- d. Parking sticker, remove & destroy _____

Signature of Human Resources Representative

Reason for leaving: _____

Forwarding Address: _____ Phone #: _____

Development (x2712) Pledge Balance \$ _____ I wish to continue my pledge to OBU by mail.
_____ Yes _____ No

Signature of Employee _____ Date _____

Signature of HR Director _____ Date _____