

It is the employee's responsibility to return all university property including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, library books, and pay any outstanding fines. **Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.** You must obtain the signatures listed below indicating clearance. This completed form and the sick/family leave pool donation form must be brought to Human Resources (B2537) or emailed to humanresources@uhcl.edu to obtain final clearance.

Employee Details	Employee Details:
Employee Name	
Employee ID	
Last Day on Payroll	
Preferred Telephone	
Preferred Email	
Mailing Address	

List of Departments:	Department Instructions: Please sign and date your respective area. If not cleared, note exception in the space provided.
Primary Department: Employee must turn in all devices, laptops, and cellular phones. Complete all leave requests. Turned over all business-related files, email messages and/or other electronic communications to the supervisor.	Authorized Signature: Date: Exceptions:
Library (B2402): Employee has returned all outstanding books and materials and has paid any outstanding fines. Email library-cl-circdesk@uhcl.edu for signature.	Authorized Signature: Date: Exceptions:
Computing (B2300): Employee has returned all equipment and access has been changed. Email supportcenter@uhcl.edu for signature.	Authorized Signature: Date: Exceptions:
UHCL Police (700 Bayou Rd East): Employee has returned all keys and access cards and has paid any outstanding fees. Email locksmith@uhcl.edu for signature.	Authorized Signature: Date: Exceptions:
Business Operations (SSCB 3.312): Employee has turned in Pcard, completed travel expenses and paid any balances, if applicable. Email AVPBusOps@uhcl.edu for signature.	Authorized Signature: Date: Exceptions: