

**CLARK ATLANTA UNIVERSITY
EMPLOYEE SEPARATION CLEARANCE FORM**

LAST NAME	FIRST	SEPARATION DATE	NEW MAILING ADDRESS	
SUPERVISOR/MANAGER	SCHOOL/DEPT	PHONE EXT.		

PLEASE NOTE: The manager is responsible for obtaining clearance on CAU property. The final paycheck will not be issued without this document being completely signed off at the time of the exit interview. The final paycheck will be issued by Human Resources the first pay period following separation.

DEPARTMENT COMMENTS:

CAU PROPERTY	RESPONSIBLE EMPLOYEE	LOCATION			CLEARANCE SIGNATURE	OUTSTANDING MONEY, DOCUMENTS, EQUIPMENT
		BLDG	ROOM NO.	EXT		
DEPARTMENT KEYS	Supervisor/Manager	Dept	Dept	Dept		
BUILDING SECURITY ACCESS CARD	Supervisor/Manager	Tanner Turner Bldg	Public Safety	8406		
PUBLIC SAFETY EQUIPMENT	Supervisor/Manager	Tanner Turner Bldg	Public Safety	8406		
FACILITIES EQUIPMENT	Supervisor/Manager	CAU Stadium		8985		
CALLING CARDS, LONG DISTANCE ACCESS, CELL PHONES & PAGERS	Director of Telecommunications	Science Research Center	1009	6932		
OITC: LAPTOP COMPUTER	Supervisor/Manager	Harkness Hall	109	8954		
FACULTY GRADE BOOKS/REPORTS/ DOCUMENTS	Chair/Dean	Dept	Dept	Dept		
PETTY CASH FUND	General Accounting	Haven Warren	306	8803		
TRAVEL AUDIT	General Accounting	Haven Warren	306	8803		
EFFORT CERTIFICATION	Grants & Contracts	Haven Warren	310	8413		

FOR HUMAN RESOURCES USE ONLY

PAW IDENTIFICATION CARD	Employee Relations	Harkness Hall	218	8773		
TUITION WAIVER PARTICIPANT	Employee Relations	Harkness Hall	218	8773		
SEPARATION/EXIT INTERVIEW	Employee Relations	Harkness Hall	218	8773		
PARKING DECAL	Employee Relations	Harkness Hall	218	8773		
FINAL CHECK ISSUED	Employee Relations	Harkness Hall	218	8773		