

LANGSTON UNIVERSITY

EMPLOYEE CLEARANCE

SEMESTER 20 \_\_\_\_\_

Name \_\_\_\_\_ Department/ Area \_\_\_\_\_

Please clear the items listed with the proper officers. A completed clearance has not been made until all administrative officers have signed. The sheet is to be returned to the Office of Human Resources.

**Department Chairman/ Director:** Submit a complete inventory of equipment, class record books and/or keys, etc.

**Registrar's Office:** Submit all final grades. Negotiate the clearance of "deficiencies" and incompletes.

**Business Manager:** Clearance of accounts payable to the University.

**School Dean:** Make a final check of grades, equipment, class record books, keys, etc.

**A complete forwarding address.** **Date of Separation** \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Physical Plant (Keys)

\_\_\_\_\_  
Department Chair/ Director

\_\_\_\_\_  
Librarian

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Registrar's Office (Faculty Only)

\_\_\_\_\_  
Development

\_\_\_\_\_  
Information Technology Services

\_\_\_\_\_  
P-Card Administrator (P-Card Holders Only)

\_\_\_\_\_  
Security (Turn in Parking Decal)

\_\_\_\_\_  
Student Employment  
(Supervisors of Student Workers)

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Benefits

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

PLEASE TURN IN I.D. CARD

Name of Person \_\_\_\_\_ Clearance Date \_\_\_\_\_

PLEASE NOTE: All employees will be cleared through the Office of Human Resources.