EXITING PROCEDURES
CHEMISTRY DEPARTMENT ADMINISTRATIVE OFFICE

GRADUATE STUDENTS

The following clearance form must be completed to clear you of all areas when leaving the Chemistry Department and receive your final paycheck. The HR Account must be the last to sign.

NAME

<table>
<thead>
<tr>
<th>Department/Area</th>
<th>Cleared Date</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Office</td>
<td></td>
<td>Ann Dasher / Tanya Chambers</td>
</tr>
<tr>
<td>KEYS</td>
<td></td>
<td>Ethel Ellington</td>
</tr>
<tr>
<td>MAILBOX &amp;</td>
<td></td>
<td>Ethel Ellington</td>
</tr>
<tr>
<td>FORWARDING ADDRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBRARY 441</td>
<td></td>
<td>Donna Hudson / Anita Westlake</td>
</tr>
<tr>
<td>ISSP (International Students Only)</td>
<td></td>
<td>(404) 727-3300</td>
</tr>
<tr>
<td>ADVISOR</td>
<td></td>
<td>Faculty</td>
</tr>
<tr>
<td>Termination date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR ACCOUNT</td>
<td></td>
<td>Ann Dasher</td>
</tr>
</tbody>
</table>

RETURN COMPLETED FORM TO ANN DASHER IN ROOM 310