

# CLEARANCE CERTIFICATE

Employee Name: \_\_\_\_\_

G#: \_\_\_\_\_ Last Work Day: \_\_\_\_\_

- Employee will be on extended Leave of Absence
- Employee is Retiring
- Employee is Terminating Employment

I have either retrieved the items listed below, discussed them with the employee, or contacted the departments and informed them of the above stated employee's separation from PCC. This employee has been informed of any indebtedness to the college and has been encouraged to make remuneration.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Notice to Payroll final check  Payroll Specialist notified
- Keys: building, office, desk, file, etc.  Recovered; return to Michael Joyner, SY CSB 314
- Purchasing Card  Recovered; contact x 2834 immediately
- Staff ID card  Send to Public Safety, SY CSB 320 (does not apply if employee on LOA)
- Library materials/equipment  Contact Library/Media Center, x 4498
- Computer and email security  Contact Help Desk, x 4400
- Parking fees/concerns  Contact Parking and Transport., x 4758
- Payroll deductions  Contact Payroll Specialist for area
- Benefits questions  Human Resources, x 5859, x 5863

I agree to return any PCC property currently in my possession and to reimburse PCC for any pending financial indebtedness.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution:  
department  
employee