



Employee Separation - Clearance Checklist

Name:	SFSU ID#:
Non-SFSU email address:	Date:

Last Day Physically at Work:
Last Day of Employment (on payroll status):
CalPERS Retirement Date (if applicable):

Item	Yes	No	Date Returned	Dept Initials
Return to your Department: Desk/Cabinet Key(s)	_____	_____	_____	_____
Contact Accounts Payable to return: Procurement Card Individual Travel Credit Card Department Travel Credit Card	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Contact Academic Technology (LIB 80) or Information Technology Services (ADM 125 enter thru side of building) to return: University-issued laptop Cell Phone Duo Token/Fob	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Return to Facilities Services at the Corp Yard, Room 102 <i>Attach the Key Return Receipt to this form and provide a copy to your Department Head or Appropriate Approver for their records.</i>				
Office & Building Key(s) Key Card(s)	_____ _____	_____ _____	_____ _____	_____ _____
Return to Human Resources by mail, email, or drop off SFSU ID Card (Staff/Faculty ID) Miscellaneous	_____ _____	_____ _____	_____ _____	_____ _____

Receipt Attached

Employee Signature:	Date:
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Office Use Only	HR Date Stamp
Moving – EAR Form:	[HR Date Stamp Area]
CAT Leave Donation Form:	
Received Exit Packet for Form 700:	
Received by Authorized HR Representative:	
Date:	