



Coahoma Community College

**EMPLOYEE
CLEARANCE CHECKLIST**

Name of Employee		Date	
Department			
<p><i>The employee must present this form to the following departments for signatures of the department head or other authorized representative. Signatures verify that all property which the employee is responsible for has been turned in, properly accounted for, or that restitution has been made.</i></p>			
Department	Item/Property	Signature/Department Head	Date
Department Assigned	Any items assigned to employee		
Transportation Department	Parking Decal		
Library/Resource Center	Books, Audio Visual Equipment, etc.		
Human Resources	ID Card, Handbook		
<p>Please indicate any item which restitution was made and circumstances:</p> 			
<p>To Be Completed By the Payroll Officer <i>Final payroll check should not be issued unless the employee has successfully cleared each department above.</i></p>			
<p><i>I certify that the above-named employee has been processed out and has received his/her final payroll check.</i></p>			
Signature-Payroll Officer		Date	
<p><i>I certify that I have received my final payroll check and have returned all property assigned to me.</i></p>			
Signature-Employee		Date	

Distribution:

Employee

Payroll

Human Resources