

**CHECK-OUT FORM  
FOR**

Reasons Separating Employment with Southern University-New Orleans  
(Retirees, Resignations, etc.)

And

Leave of Absence for One Semester or More

**THIS FORM MUST BE COMPLETED AND RETURNED TO THE OFFICE OF  
PERSONNEL SERVICES PRIOR TO RELEASE OF THE EMPLOYEE'S  
FINAL PAYCHECK.**

REASON FOR CHECK-OUT: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_  
(If Applicable)

DATE: \_\_\_\_\_

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Signatures of the person below certify to the Chancellor that all responsibilities of the employees to the units headed by those  
persons have been completed.  
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EMPLOYEE'S SIGNATURE: _____	DATE _____
KEYS TURNED IN: _____	PHYSICAL PLANT _____ DATE _____
LIBRARY OBLIGATIONS: _____	DIRECTOR OF LIBRARY (Shatiqua Mosby-Wilson) _____ DATE _____
TRAFFIC/PARKING OBLIGATIONS: _____	CAMPUS POLICE/TRAFFIC PARKING (Chief Bruce Adams ) _____ DATE _____
DEPARTMENT OBLIGATIONS AND INVENTORY: _____	DEPARTMENT HEAD _____ DATE _____
CREDIT CARDS: (Telephone, Travel, Auto Rental, Amex, Etc.) _____	BUSINESS OFFICE (Hazel Pitts) _____ DATE _____
COLLEGE/SCHOOL OR OTHER UNIT OBLIGATIONS: (WHERE APPLICABLE) _____	DEAN OR UNIT HEAD _____ DATE _____
FOR FACULTY—GRADES TURNED IN: _____	REGISTRAR (Gilda Davis) _____ DATE _____
	VICE CHANCELLOR _____ DATE _____
FINANCIAL OBLIGATIONS/OTHER: _____	COMPTROLLER'S OFFICE (Shawn Charles) _____ DATE _____
INFORMATION TECHNOLOGY CENTER: _____	DIRECTOR OF ITC (Edmond Cummings) _____ DATE _____
INVENTORY CERTIFICATION: _____	PROPERTY MANAGER (John Sullivan) _____ DATE _____
I.D. BADGES/COMPUTER LOG-ON: _____	PERSONNEL SERVICES (Evelyn Masters) _____ DATE _____

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**\*SEE REVERSE SIDE FOR DIRECTIONS/PROCEDURES**  
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## **DIRECTIONS/PROCEDURES**

### **TRAFFIC AND PARKING:**

**Hang Tag must be turned in and all fines or Decals must be paid before clearance is granted.**

### **CREDIT CARD:**

**Bank of America Visa Card will have to be turned in.**

### **INVENTORY CERTIFICATION:**

**This only applies to Budget Unit Heads and other individuals responsible for property at the university which would include Grant/Special Projects Directors and Investigators.**

### **FINANCIAL OBLIGATIONS/OTHER:**

**An employee having any of the following outstanding obligations must be paid before clearance is granted: Petty Cash Advances, Travel advances, Executed Responsibility Forms, Payroll Deductions, NSF Checks, Account Receivables, etc.**

**Employees performing research or other work on grants and special projects must clear with the appropriate Grants/Special Project Director and/or Dean.**