

# Murray State College

## Employee Clearance Form

This form is to be completed by those employees who will be off campus during the summer months or those who are leaving employment with MSC, and it should be submitted to the Office of the President **AFTER** obtaining the appropriate signatures. After final approval is given, a copy will be placed in the employee's official permanent file.

Employee Name: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Separation Reason: \_\_\_\_\_

Position Held: \_\_\_\_\_ Department: \_\_\_\_\_

**NOTE: SECURE CLEARANCE SIGNATURES IN THE FOLLOWING ORDER:**

**I. Is the employee eligible for rehire:** Yes or No

\_\_\_\_\_  
President

**II. Division or Area: (Applicable to ALL)**

A. All equipment returned

\_\_\_\_\_  
Area Supervisor or Dept. Chair

B. Inventory completed

\_\_\_\_\_  
Area Supervisor or Dept. Chair

C. Dormitory/Mailbox keys returned (if app.)

\_\_\_\_\_  
Director of Resident Life or Director Media Center

**III. Finance & Administration: (Applicable to ALL)**

A. All outstanding bills paid

\_\_\_\_\_  
Bursar / Cashier

B. Insurance options provided (if app.)

\_\_\_\_\_  
Director of Compensation/Benefits

C. MSC Procurement Card Turned In (if app.)

\_\_\_\_\_  
AVP Business Affairs/CFO

\_\_\_\_\_  
Date

**IV. Library / LRC:**

*(Applicable to ALL)*

All books, periodicals, etc. returned, fines paid

\_\_\_\_\_  
Director of Library / LRC

**V. Registrar's Office:**

*(Faculty only)*

All student records turned in

\_\_\_\_\_  
Registrar

**VI. Information Technology:**

*(Applicable to ALL)*

Account(s) deactivated

\_\_\_\_\_  
Director of Information Technology

**VII. Respective Vice President:**

*(Applicable of not reporting to the President)*

Clearance approved

\_\_\_\_\_  
VP of Academic Affairs // AVP of Business Affairs//VP of Student Affairs

**VIII. Facilities:**

*(Applicable to ALL)*

Keys Returned

\_\_\_\_\_  
AVP Facilities

**VIII. Office of the President: (Applicable to ALL)**

Final Approval

\_\_\_\_\_  
President