



## CLEARANCE CERTIFICATE

This form must be signed off by the Human Resources Representative before the final paycheck can be released. Any unpaid monies will be deducted from the final paycheck.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee ID #: \_\_\_\_\_ Termination Date: \_\_\_\_\_

1. Uniforms returned. (Classified) \_\_\_\_\_
2. Classified Training Fee Waiver. (Classified) \_\_\_\_\_
3. Library books or other library materials have been returned or accounted for satisfactorily and fines paid. (All) \_\_\_\_\_
4. College keys have been returned or accounted for satisfactorily. (All) \_\_\_\_\_
5. Arrangement has been made regarding final paycheck. Final Pay will not be Directly Deposited. (All) \_\_\_\_\_
6. Employee ID card and/or badges returned. (All) \_\_\_\_\_
7. All monies due NSHE have been paid. (All) \_\_\_\_\_
8. Financial Computer loan cleared. (All) \_\_\_\_\_
9. Photo copy card(s). (All) \_\_\_\_\_
10. Communication Services notified: Email, Pagers, Cellular Phones, Equipment Loan agreements, and long distance access codes returned. (All) \_\_\_\_\_
11. All access terminated to computers and communications. (All) \_\_\_\_\_
12. Books and materials used in your department have been returned or settlement made. (Professional) \_\_\_\_\_
13. Final student grades have been filed. (Academic Faculty) \_\_\_\_\_
14. Diners Club card. (Professional) \_\_\_\_\_
15. Other: \_\_\_\_\_
16. I would like to be included on the "Internal Recognition Committee's" web page as an upcoming retiree. I understand that a committee representative may be contacting me and that I may be asked to provide a picture and some information about my employment history and/or background. I understand this information may be reflected on the TV monitors. (Please reflect "Y" for Yes and "N" for No). \_\_\_\_\_

\_\_\_\_\_  
Human Resources Representative      Date

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