 Kansas State University Polytechnic Campus  
TERMINATION CLEARANCE FORM  
Revised 10/2017

When terminating employment from KSU Polytechnic, you must attend to the following clearance obligations.  
On your last day on campus, each campus department must sign to indicate clearance approval.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>TERM DATE</th>
<th>EMPL ID #</th>
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<td>INITIAL</td>
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**DEPARTMENT TERMINATING EMPLOYMENT**
- All cabinet keys and / or equipment checked in
- Interview with *Dept Head or *Director or *Coordinator or *Chief Flight Officer
- Before leaving K-State, employees should share business-related files with their supervisor, as appropriate.

**INFORMATION SYSTEMS - TECH CENTER**
- Voicemail password turned in, if applicable
- Apple iPad issued by the University? Take to IS at least 2 business days before last work day with Apple acct info

**SECURITY / PARKING OFFICE - SCIENCE BLDG RM 205**
- K-State Polytechnic building keys must be checked in
- N/A Deactivate card access - if applicable

**LIBRARY - TECH CENTER**
- All checked out library books & materials returned, all fines paid

**REGISTRAR OFFICE - COLLEGE CENTER RM 208**
- Faculty Only - Grades turned in

**POLYTECHNIC FINANCE/PARKING - COLLEGE CENTER RM 209**
- Outstanding fees paid including traffic fines
- KSU reimbursement of Parking Permit (not available if amount is $20 or less)

**POLYTECHNIC FINANCE/MISCELLANEOUS - COLLEGE CENTER RM 209B**
- N/A Request to Close Flight Access (Kimm Sanchez)
- N/A Foundation FIN Access Termination (Kimm Sanchez)

**HUMAN RESOURCES - COLLEGE CENTER RM 209D OR 209E**
- PER 39 - Separation form completed
- N/A Must turn in KSU ID card - if retiring, present to ID Center to be notated as retiree (if 'Student ID' ee may retain)
- N/A UMB Visa Travel Card turned in
- N/A Business Procurement Card turned in
- N/A Kansas State University Student Information System Access/KSIS
- N/A Financial Info Sys (FIS) Access termination form completed - http://www.k-state.edu/hr/forms/FISAppl.pdf
- N/A Exit Interview form for Classified Employees - PER 16
- N/A KanElect reminder / Group Health Insurance termination
- Original Resignation Letter _____ Dept Head response _____ Dean’s response _____
- Authorization to Release Information completed
- ‘Leaving K-State’ email information given
- N/A Shared Leave Donation form completed
- Forwarding address:_________________________________________________________

When completed, return to Human Resources - College Center Room 209

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
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