



EMPLOYEES CLEARANCE FORM

Date: / /

Employees leaving the University are kindly requested to get signatures, wherever applicable, from all the departments listed below in order to get their final University clearance.

Name:	Department/College:
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Head of department/Dean	
(Head of Department)	(Signature & Date)
Departmental Labs	
The above-named employee has returned all <u>Lab related equipment</u> to the Departmental Labs Supervisor.	
(Labs Supervisor)	(Signature & Date)
IT Department	
The above-named employee has returned all <u>IT related equipment</u> to the IT Department.	
(IT Department Head)	(Signature & Date)
University Library	
The above-named employee has returned all <u>borrowed books</u> to the FBSU Library.	
(Library Officer)	(Signature & Date)
Facilities Management Unit	
The above-named employee has returned his/her office, its content, and keys in good condition to the Facilities Dept.	
(Facilities Director)	(Signature & Date)



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HR Department

The above-named employee has returned the Medical Insurance Cards to the HR Dept.

(HR Director)

(Signature & Date)

Housing Department

The above-named employee has returned all apartment keys and has cleared all electricity, telephone and internet bills.

(Housing Dept)

(Signature & Date)

Security Department

The above-named employee has returned all stickers, badges, and IDs and is cleared by the department

(Security Director)

(Signature & Date)

Finance Department

The above-named employee has received all his dues and properly returned all fixed assets under his control.

(Finance Dept)

(Signature & Date)

This signed form must be kept at the HR Dept.

Address:

Phone number:

Email: