

**AUSTIN PEAY STATE UNIVERSITY  
STAFF CLEARANCE FORM  
(SEE SECOND PAGE FOR INSTRUCTIONS)**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Department \_\_\_\_\_ Last Working Day \_\_\_\_\_

<b>1. KEYS &amp; PURCHASING</b>	<b>DATE</b>	<b>SIGNATURE</b>
Physical Plant or APSU @ Ft. Campbell Director		
Purchasing		
<b>2. BOOKS/FINES</b>	<b>DATE</b>	<b>SIGNATURE</b>
Woodward Library Circulation		
<b>3. DEBTS</b>	<b>DATE</b>	<b>SIGNATURE</b>
Accounts Receivable		
Travel/Business Office		
Telephone Services		
<b>4. ANNUAL LEAVE/TERMINAL LEAVE</b>		
Please indicate one of the following:		
<input type="checkbox"/> I request lump sum payment of my annual leave balance.		
<input type="checkbox"/> I request my annual leave balance to be treated as terminal leave until exhausted.		
Employee Signature _____		Date _____
<b>5. FORWARDING ADDRESS</b>		
_____		
_____		
_____		
<b>6. DEPARTMENTAL CLEARANCE</b>		
Supervisor's signature below indicates employee has turned in all supplies and equipment belonging to the department.		
Supervisor's Signature _____		Date _____
<b>CARDS</b>	<b>DATE</b>	<b>SIGNATURE</b>
<b>I.D.'s Credit Cards Human Resources Office</b>		

## INSTRUCTIONS

Before you are due to receive your last paycheck, please:

1. Turn in your keys to the Director of Physical Plant in the Shasteen Building and have this form signed and dated. If you work at the Fort Campbell Center, you may turn in your keys to the Director of the Center. Proceed to the Purchasing office also located in the Shasteen Building to turn in your APSU purchasing card (VISA); form must be signed even if credit card was not obtained during your employment.
2. Turn in library books and pay overdue fines at the Circulation Desk in the Woodward Library and have this form signed and dated.
3. Check with Accounts Receivable, Travel and Telephone Services for any debts owed. Pay any debts owed to the cashier in the Business Office located in the Browning Building. This form must be signed and dated by each department.
4. Indicate by a check mark whether you want to receive any accrued annual leave in a lump sum payment or as terminal leave and sign.
5. Enter a forwarding address.
6. Have your supervisor sign and date the Departmental Clearance section indicating all supplies and equipment have been turned in.
7. After you have completed steps 1 through 6, bring this form to the Human Resources Office in the Browning Building for appropriate completion. Please bring your I.D. card(s) and credit card(s), if applicable).
8. When you have completed the seven steps above, you have finished the clearance procedure and may pick up your pay check when it is scheduled to be issued.

**NOTE: YOUR FINAL PAYCHECK WILL BE HELD UNTIL YOU TURN IN THIS COMPLETED FORM TO THE HUMAN RESOURCES OFFICE. YOU MUST OBTAIN CLEARANCE FROM PURCHASING, LIBRARY, BUSINESS OFFICE AND TELEPHONE SERVICES EVEN IF YOU NEVER CONDUCTED BUSINESS WITH THE OFFICES.**