



### Pay Release and Clearance Form

LAST NAME		FIRST NAME		MI	
EMPLOYEE ID#		DEPARTMENT			
SUPERVISOR SIGNATURE				DATE	

*To receive your last check upon separation from South Carolina State University, you must obtain the necessary clearance signatures from your supervisor and the departments listed below. This procedure is necessary to secure and protect the University's properties. After you have obtained the signatures, you must submit this form to the Payroll Office so that any monies owed to you can be released. **Any Annual Leave that is due will be mailed to the Payroll Mailing Address on File. Please make sure prior your departure that your mailing address is correct.***

<b>1. OFFICE OF SPONSORED PROGRAMS</b> Verification of Grant(s) and Contract(s) - Employee Status, reports requested and completed					
SIGNATURE				DATE	

<b>2. UCITS</b> Administrative System security access codes issued			<b>3. TELECOMMUNICATION MANAGER</b> Telephone credit cards and long distance		
SIGNATURE		DATE	SIGNATURE		DATE

<b>4. PROPERTY AND INVENTORY MANAGER</b> Property and Inventory fixed assets verification (Administrators, Deans, Chairs and Directors only)					
SIGNATURE				DATE	

<b>5. FACILITIES MANAGEMENT DIRECTOR</b> Keys to file cabinets, offices, desks, vehicles, uniforms and main entrance to buildings					
SIGNATURE				DATE	

<b>6. ACCOUNTS PAYABLE SUPERVISOR</b> Cash advances cleared					
SIGNATURE				DATE	

<b>7. DIRECTOR OF PROCUREMENT SERVICES</b> Credit cards (including procurement card) issued by the University					
SIGNATURE				DATE	

<b>8. DEAN OF LIBRARY SERVICES</b> All library books and other publications returned					
SIGNATURE				DATE	

**FINAL SIGNATURE**

<b>9. TREASURER</b> All financial obligations satisfied (i.e., traffic tickets, identification cards, etc.)					
SIGNATURE				DATE	

Exiting Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I acknowledge I have reviewed the South Carolina State University Important Exit Information.