

TALLADEGA COLLEGE FACULTY-STAFF CLEARANCE FORM

ALL PERSONNEL, AT THE END OF THE ACADEMIC YEAR OR TERMINATION/RESIGNATION, MUST CLEAR EACH OF THE OFFICES LISTED BELOW. FAILURE TO CLEAR ANY OF THE OFFICES LISTED WILL RESULT IN AN INDIVIDUAL NOT RECEIVING THEIR PAYCHECK AS SCHEDULED. COMPLETED CLEARANCE SHEETS ARE TO BE TURNED IN TO THE PAYROLL COORDINATOR.

UNIT	CLEARANCE SIGNATURE	DATE
BOOKSTORE MANAGER (Book Orders)	_____	
ACCOUNTS PAYABLE CLERK (Travel Liquidation)	_____	
LIBRARY DIRECTOR (Check in all Materials)	_____	
POST OFFICE CLERK (Pick up mail/Forwarding Address)	_____	
PAYROLL COORDINATOR (Forwarding Address/Fringe Benefits)	_____	
DIRECTOR FACILITIES MANAGEMNT (Turn in Keys to Offices & Campus Housing Units)	_____	
REGISTRAR'S OFFICE (Academic Regalia, Completed forms for Incomplete Grades, Roll Books)	_____	
OFFICE OF THE DIVISION DEAN (Dean Copies of Books and Fall Textbook Orders)	_____	
OFFICE OF V.P. FOR ACADEMIC AFFAIRS/PROVOST	_____	
SUPERVISOR (Equipment/supplies, etc.)	_____	
COMPUTER CENTER (E-mail, Phone Cards)	_____	

NAME: _____ DEPARTMENT: _____ DATE: _____

THE ABOVE REFERENCED INDIVIDUAL HAS SATISFACTORILY CLEARED THE ABOVE OFFICES