

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 HUMAN RESOURCES MANAGER.

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 MANAGEMENT

(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

(Copies of Books and Fall Textbook Orders) _____

PROVOST/V.P. OF ACADEMIC AFFAIRS

SUPERVISOR

(Equipment/Supplies, etc.) _____

INFORMATION TECHNOLOGY

(E-mail, Cell Phones, Lap tops, Phone Cards) _____

NAME _____ **DEPARTMENT** _____ **DATE:** _____

THE ABOVE REFERENCED INDIVIDUAL HAS SATISFACTORILY CLEARED THE ABOVE OFFICES VIA CLEARANCE SIGNATURES