

RUTGERS COOPERATIVE EXTENSION

Faculty/Staff Clearance Memorandum

Name: _____ Date of Separation: _____

or

Department: _____ Date of Expiration of Appointment: _____

Faculty and staff members leaving Rutgers' employment must sign the Acknowledgement section of the CLEARANCE MEMORADUM and return the form to their department chair or supervisor. A copy should be retained by the employee for informational purposes.

For those employees leaving for reasons other than the expiration of a term or contract, the Department Chair must attach the Clearance Memorandum signed by the employee to the Personnel Data Record form announcing the resignation or termination of the employee.

Acknowledgement

Signature of Employee

Date

Signature of Director or Department Chair or Supervisor

BELOW ARE IMPORTANT MATTERS WHICH MUST BE GIVEN YOUR ATTENTION BEFORE YOU LEAVE THE UNIVERSITY.

- A. Keys – Return building, office and laboratory keys to the appropriate Physical Plant key shops. Other keys for cars, desks, files, mailboxes, lockers, etc., must be returned to your department chair or immediate supervisor or County Extension Department Head.
- B. Office Supplies – All university material, i.e. purchased with any university based or general fees or given as a gift to Rutgers University in your trust, including computers, supplies, notebooks, reports, and nutrition materials (tote bag) must be cleared with your department chair.
- C. Financial Matters – You should clear up, account for or make provisions to clear up all financial obligations you may have to the university including granting agencies. This includes but is not necessarily restricted to the following: cash advances, petty cash, travel advances, salary advances, accounts receivable, and loans.
- D. Library Materials - Books, periodicals, and other documents borrowed from and library of the university must be returned before you leave the campus.
- E. Other Items – Notification that you are leaving the university will be appreciated by local organizations of which you are a member, e.g., the Alumni Faculty Club, Credit Union, University Swimming Association, Rutgers Golf Course, and Golf Association. Advisory Boards and other coalitions.