

EXIT REPORT
INSTITUTE OF AGRICULTURE
PERSONNEL LOCATED AT HEADQUARTERS

(Prior to termination from the University, the employee must complete the following actions and forward this form to the Business Office.)

EMPLOYEE'S NAME: _____ SOC. SECURITY NO: _____

DEPARTMENT NAME: _____ TERMINATION DATE: _____

ALL ACTIONS MUST BE COMPLETED IN THE FOLLOWING ORDER BEFORE EMPLOYEE'S FINAL PAYCHECK IS RELEASED.

KEY SHOP, LOCK & KEY SERVICES, 804 VOLUNTEER BLVD.

1. **All** employees must go in person to the Key Shop — regardless of whether or not they have been issued any keys. The Key Shop will stamp this form to indicate clearance.

DIRECTOR OF SERVICES, 105 MORGAN HALL

Return:

2. All University parking stickers and special parking cards.

RECEIVED: _____
Director of Services Date

BUSINESS OFFICE, 218 MORGAN HALL

Return:

3. YOUR UNIVERSITY BENEFITS Manual (Blue Book)
If not returned, please explain. _____
(Retirees may retain their copies.)
4. U.T. Identification Card
If not returned, please explain. _____
5. USDA - I.D. Card (if applicable)
If not returned, please explain. _____
6. American Express Card, cut in half (if applicable)
If not returned, please explain. _____
(Retirees may retain their card.) Card No. _____
7. University of Tennessee Equipment (if applicable)
If not returned, please explain. _____

RECEIVED: _____
Business Office Date

TO BE COMPLETED BY EMPLOYEE:

8. Do you owe to the University of Tennessee:

A. Traffic Tickets (974-6031)? Yes_____ No_____
If Yes, date cleared: _____

B. Library Fines (974-4351)? Yes_____ No_____
If Yes, date cleared: _____

C. Bookstore Charges (974-3361)? Yes_____ No_____
If Yes, date cleared: _____

D. Dining Club (974-3430)? Yes_____ No_____
If Yes, date cleared: _____

E. For a computer purchased through the Bookstore by payroll deduction?
Yes_____ No_____
If Yes, date cleared: _____

F. Other _____ Yes_____ No_____
If Yes, date cleared: _____

9. Are you currently participating in direct salary deposit?
Yes_____ No_____

SIGNATURE: _____
Terminating Employee Date

*If any response is "Yes", the employee's final paycheck will not be released until the account is cleared.

PAYMENT (item no. _____)
VERIFIED BY: _____
Date

PAYMENT (item no. _____)
VERIFIED BY: _____
Date

If a computer is being purchased through the Bookstore by payroll deduction, date Bookstore was notified: _____

VERIFIED BY: _____