

SCHOOL OF CHEMISTRY AND BIOCHEMISTRY  
GEORGIA INSTITUTE OF TECHNOLOGY  
EXIT CLEARANCE for Graduate Students

NAME: \_\_\_\_\_ (Please print)

Last date of employment : \_\_\_\_\_

Faculty advisor and faculty support coordinator initials: \_\_\_\_\_

Please have the person whose name follows each step of the clearance procedure indicate by initialing that you have returned equipment, lab notebooks, etc. and have completed all applicable termination duties as shown below:

Building/Office Keys/Access:

(Mike Riley-Boggs; Vic Summey-MoSE; Allan Echols-IBB; Eric Reese-ES&T) \_\_\_\_\_

Lab Coats (Leigh Bottomley) \_\_\_\_\_

Research Lab Equipment/Manuals/Lab Notebooks (faculty advisor) \_\_\_\_\_

*Note: The lab bench is clear and chemical waste has been properly disposed. All samples have been properly labeled.*

Computer/printer/office equipment, etc. (Chris Wright) \_\_\_\_\_

Teaching assistant book/manuals/supplied (TA supervisor) \_\_\_\_\_

Exit interview (Lawrence Bottomley) \_\_\_\_\_

Thesis Approval Forms (Kenyetta Johnson) \_\_\_\_\_

Employment termination (Velera Pate) \_\_\_\_\_

If a step is not applicable to you, please write N/A in the blank provided for approval initials.

*Please return the completed form to Ms. Velera Pate in the Chemistry Finance Office, MoSE 2202*

*Forwarding address to be used after leaving Tech:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*non-GT email address:* \_\_\_\_\_