

UNIVERSITY OF HOUSTON-VICTORIA
Exit/Clearance Sheet

Name: _____ Date: _____

Job Title: _____ Department: _____

This form must be completed at exit interview with Payroll/Benefits Manager. The Payroll/Benefits Manager will call the various departments to verify clearance.

1. Library: _____
Signature _____ Date _____

2. Business Services: _____
Account (Stop Roster) Cleared _____
ProCard Returned _____
Signature _____ Date _____

3. Facilities (Keys Returned) _____
Signature _____ Date _____

4. Employing Department (Equipment Returned) _____
Signature _____ Date _____

5. IT Department (Accounts Closed) _____
Signature _____ Date _____

6. Human Resources:
Resignation Letter _____
TRS Refund (if applicable) _____
TexFlex Accounts Final Deposit _____
Terminating PAR/Timesheet _____
Sick Leave Pool _____

Permanent Forwarding Address: _____

Payroll/Benefits Manager

Employee Signature