LANGSTON UNIVERSITY

EMPLOYEE CLEARANCE

__________________________________________ SEMESTER 20

Name ______________________________________Department/ Area ________________________________

Please clear the items listed with the proper officers. A completed clearance has not been made until all
administrative officers have signed. The sheet is to be returned to the Office of Human Resources.

Department Chairman/ Director: Submit a complete inventory of equipment, class record books and/or
keys, etc.

Registrar’s Office: Submit all final grades. Negotiate the clearance of “ deficiencies” and incompletes.

Business Manager: Clearance of accounts payable to the University.

School Dean: Make a final check of grades, equipment, class record books, keys, etc.

A complete forwarding address. Date of Separation __________________________

Name ____________________________ Telephone ____________________________

Address ________________________________________________________________

City ____________________________ State ____________________________ Zip Code ____________

Immediate Supervisor ____________________________ Physical Plant (Keys) ____________________________

Department Chair/ Director ____________________________ Librarian ____________________________

Business Manager ____________________________ Dean ____________________________

Registrar’s Office (Faculty Only) ____________________________ Development ____________________________

Information Technology Services ____________________________ P-Card Administrator (P-Card Holders Only) ____________________________

Security (Turn in Parking Decal) ____________________________ Student Employment ____________________________

(Supervisors of Student Workers)

Vice President ____________________________ Benefits ____________________________

__________________________________________ Director of Human Resources

PLEASE TURN IN I.D. CARD

Name of Person ____________________________ Clearance Date ____________________________

PLEASE NOTE: All employees will be cleared through the Office of Human Resources.