

**California State University Bakersfield Foundation
Separation Clearance Form**

Name _____ () Separating All Departments
Department _____ () Separating This Department Only
Effective Date of Separation _____ () Other _____

Step I – Department Clearance (check with Department Assistant)

Office cleared
 Signature Authority cancelled
 Department property returned
 Travel documents completed
 OfficeMax accessed cancelled (Kathy Villa x3164)

_____ Department Authority – Print Name
_____ Signature _____ Date

Step II – University Police

Keys/Proxy Card

_____ University Police – Print Name
_____ Signature _____ Date

Step III – Information Technology Services – ACS 101

Administrative Computing Services (ACS) Information Technology Services Support (ITSS)

Computer cancelled
 Phone extension and/or cell number cancelled
 RunnerCard/ID Card cancelled

Library Services

Library building access card returned
 Books returned & fines cleared/InterLibrary Loan

Email, Meeting Maker and/or Shared Folder access cancelled
E-Learning Services
 Web Services cancelled

_____ ITSS – Print Name
_____ Signature _____ Date

Step IV – Cashier Office – Administration East Building

Travel Advances cleared (Sally x6207)
 Accounts Receivable cleared
 State Property cleared
 Moving Allowance cleared
 All credit cards (AmEx, Procurement, Voyager)
 Collect Parking Decal
 Collect ID Card (Do not collect Student ID)

_____ Cashier – Print Name
_____ Signature _____ Date

If there is a change of address, employee must go to the Human Resources Office to complete a change of address form.

I certify that the information above is accurate: _____
Employee Signature _____ Date _____

Last pay: Pick up or Mail to: _____
Street City Zip

If the employee is unavailable, the department is responsible for completion and routing of this form.