



# COVID-19 Abbreviated Clearance Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Clearance must be acknowledged with an e-signature from the following departments highlighted below:

Department	Point of Contact	Location	Signature
Library <i>(for Faculty)</i>	Marian Rucker-Shamu	Library	
Controller's Office	Wayne Felder/ Randal Leonard	Library, lower level	
Purchasing/Procurement	Steve Jost	Facilities Building	
Facilities Management	Darryl Williford/ Jacqueline Jackson- Palmer	Facilities Building	
Supervisor/Dept. Chair			
Office of Human Resources <i>(will sign last)</i>	Any HR Staff Member	Robinson Hall	

**NOTE: The effective date of separation from the University shall be the last day worked.**

Upon separation, an employee's last paycheck will be withheld until this form is completed and returned to the Office of Human Resources with all required signatures.

Do we have your permission to give your address and/or telephone number to a requestor?

Please initial: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate your address and telephone number where you may be reached.

Address: \_\_\_\_\_ City/State:

\_\_\_\_\_ Zip: \_\_\_\_\_

## **COVID-19 Abbreviated Guidelines for Clearance Form Completion**

1. The Manager of Training and Development will contact the highlighted department representatives by email in advance to determine what BSU property needs to be returned. If any property is owed, employees who have resigned or retiring will be notified by email to return university property to the respected departments. During COVID-19, items should be returned to the Office of Human Resources by appointment. After the COVID-19 situation is lifted, items may be returned to the designated departments.
2. Employees departing will be sent an exit interview form to [mharrison@bowiestate.edu](mailto:mharrison@bowiestate.edu) Interim, Training Manager in the Office of Human Resources for completion.
3. During the COVID-19 Terminated employees are to submit all BSU property and keys to the Office of Human Resources by appointment only. Please call Mary Harrison, Manager of Training to schedule the appointment to return the property.