Wenatchee Valley College

**Checkout Form**

|  |  |
| --- | --- |
| **NAME:** |  |
| **DEPARTMENT:** | **SEPARATION DATE:** |
| **CHECKOUT:** Before you terminate your employment with WVC, either temporarily (authorized leave of absence without pay for six months or longer) or permanently, you are to present this slip at each station below, and return it to the **human resource office**. All authorized signatures must be obtained **before** your final paycheck will be released. |

**DEPARTMENT SIGNATURE for Dept. Clearance**

|  |  |
| --- | --- |
| **1. LIBRARY** (Circulation desk) Books and other library materials/media/equipment returned; fines paid. |  |
| **2. BUSINESS OFFICE (Mary)** PCARD, travel, credit and Costco cards returned |  |
| **3. FACILITIES & OPERATIONS** Keys, I’D. badge, tools or other equipment returned. |  |
| **4. CASHIER’S OFFICE** All fines paid.. |  |
| **5. TECHNOLOGY** **Cell phones, laptop computers turned in.** |  |
| **6. HUMAN RESOURCES**a. Insurance and retirement options discussed. Yes **(Please call human resource if you have any questions)** |

**Final check will be electronically transferred unless specified differently below.**

❑ Mail check ❑ Check will be picked up.

|  |  |
| --- | --- |
| **FORWARDING ADDRESS (for mailing W-2 wage & tax statements in January)** | **EFFECTIVE DATE:** |
| **STREET OR PO BOX NUMBER CITY STATE ZIP** |

EMAIL copies to: Technology, Facilities, Community Relations (Nick and Holly), Security

Revised 4/19 tm

Checkout.docx