

**IT IS THE EMPLOYEE'S RESPONSIBILITY TO CHECK OUT WITH EACH DEPARTMENT AND OBTAIN THE AUTHORIZED SIGNATURES AS INDICATED PRIOR TO OR ON THE LAST DAY OF EMPLOYMENT.**

**LOS ANGELES CITY COLLEGE  
EMPLOYEE CLEARANCE FORM**

**Each employee who takes a leave of absence or separates from employment at Los Angeles City College must submit this completed form to the College Personnel Office, Room AD213, prior to or on the last day of employment.**

Employee Name	Employee No.	Today's Date
Department	Work Phone #	Retirement Date
Home Address	Home Phone #	
<b>CLEARANCE STEPS</b>		<b>AUTHORIZED SIGNATURE</b>
<b>1. Facilities Administration Office</b> <i>Majestic Building Melrose 2<sup>nd</sup> Floor</i>		<b>Date /Comments</b>
<input type="checkbox"/> All College/Mailbox Keys Returned <input type="checkbox"/> No Keys Issued <input type="checkbox"/> Parking Decal Returned <input type="checkbox"/> No Parking Decal Issued <input type="checkbox"/> Rideshare Carpool Decal <input type="checkbox"/> Deactivate Key Card Access/Alarm/Cub Card  # _____ <b>Cub Card Number</b> (Left Side of Card)	By:	
	Facilities Management	
<b>2. MLK - Library</b>		
<input type="checkbox"/> No outstanding books	By:	
	Circulation	
<b>3. Information Technology Department – AD 107</b>		
<input type="checkbox"/> Cell Phone Returned <input type="checkbox"/> No Cell Phone Issued <input type="checkbox"/> Network Access Terminated <input type="checkbox"/> Computer/Laptop/Table Equipment Returned	By:	
	IT Manager	
<b>4. Bookstore (Student Union Building 1<sup>st</sup> Floor)</b>		
<input type="checkbox"/> No Outstanding Fees Due	By:	
	Bookstore Manager/ or Staff	
<b>5. Receiving Department – Parking Lot #4</b>		
<input type="checkbox"/> Notice Given of Cancellation of Free Book Service	By:	
	Receiving Supervisor	
<b>6. Personnel Office – AD 213</b>		
<input type="checkbox"/> Clearance Form Completed and Received <input type="checkbox"/> Forwarding Address Provided	By:	
	Personnel	

\*Clearance is required for all Retiring or Separating Faculty, Staff unless continuing in an Hourly Assignment.

Rev. 6/08/2015