

University of Louisiana at Lafayette  
Separation Clearance Form

All employees separating from the University of Louisiana at Lafayette are required to return all University property and ensure that any outstanding accounts to the University are fully resolved.

Employee Name: \_\_\_\_\_ ULID: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Personal email address \_\_\_\_\_

Date of Separation: \_\_\_\_\_ Reason:  Resignation  Retirement  Other

Are you transferring to another State of Louisiana Agency:  Yes  No: If yes what is the name of the agency: \_\_\_\_\_ Start date? \_\_\_\_\_

I have returned all University property and settled all my accounts. I understand that my payout check will be a paper check and mailed to the address above.

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

Employee Signature

Department	Clearance Item	Authorized Signature Do not sign unless employee is cleared	Date
Department Head/ Director	Departmental Equipment has been Returned		
Cajun Card Services	Cajun Card		
Parking	Parking Permit		
Purchasing Office	LaCarte Card		
Comptroller	Accounts are Clear		
Administrative Services	Accounts are Clear		
Campus Food Services	Accounts are Clear		
Facilities Management	Keys		
Library	Accounts are Clear		
Human Resources	Separation Information Given		