

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 settle any accounts prior to release of final funds.

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 include 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		
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		