

# **FACULTY & STAFF CLEARANCE SIGN-OFF FORM**

HOSTOS COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK

Name \_\_\_\_\_ Title \_\_\_\_\_

Dept.: \_\_\_\_\_ Effective Separation Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

## **REQUIRED CLEARANCE:**

## **SIGNATURE / DATE**

<b><u>DEPARTMENT CLEARANCE</u></b> Assignments Completed Teaching Materials Official Department Records Department Property (laptop/I-pad, cell phone, etc...) Systems Access	
<b><u>PROPERTY MANAGEMENT (G-100)</u></b> Cleared of any acquired goods or services	
<b><u>LIBRARY (A-308 / CIRCULATION)</u></b> Due library property (Books, Periodicals, etc.) Fines	
<b><u>PUBLIC SAFETY / LOCKSMITH (C-030)</u></b> Parking Sticker ID Card Keys	
<b><u>INFORMATION TECHNOLOGY (B-429)</u></b> Equipment Software Instructional Manuals Access Code Email / Other	
<b><u>HUMAN RESOURCES / PAYROLL (B-215)</u></b> Benefits: UI/COBRA/PSLF/Pension Timekeeping: Final Timesheet/Payment Other:	

**COMPLETED FORM MUST BE RETURNED TO HUMAN RESOURCES OFFICE (B-215)**  
**HUMAN RESOURCES IS THE LAST SIGNATURE REQUIRED**

**Employee is responsible for cost of lost college-issued property**

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**In the event we need to deliver your W2 or other personal documentation, please provide**

**PERMANENT ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**EMAIL** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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

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