



STATE UNIVERSITY OF NEW YORK College of Environmental Science and Forestry  
Employee Separation Clearance Form

Separating Employee's Name: \_\_\_\_\_ Last Day of Work: \_\_\_\_\_

Department/UNIT: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer: NY State (Main) \_\_\_\_\_ Research Foundation for the SUNY \_\_\_\_\_

Prior to receiving your final payment, all state property, financial obligations, documentation, issued or borrowed must be returned. Each employee is responsible for the prompt return of all issued/loaned state/college property, including keys, library books, supplies, AV equipment, I.D. cards, parking tickets, etc.

**Home Unit/Department:** Cabinet Keys, other

**Moon Library:** Books, Outstanding Items

**ITS:** Equipment

**University Police:** Building Access, Keys, FOBS, parking permit, tickets.

**Business Affairs:**

**Cashier's Office:** Financial Obligations

**Travel Office:** Travel Card, Financial Obligations

**Payroll Office:** Final Leave Report

**Human Resource Office:** ID card, employee Separation Form

**Faculty Only:**

**Lab Inspections** (Radiation/Chemical)

I have returned all state property that was issued or borrowed and resolved all financial obligations with SUNY ESF.

Separating Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge the above employee has returned all state property, financial obligations, documentation, issued or borrowed.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this signed form to  
Human Resources for final check-out – 216 Bray Hall.