Property Clearance Verification

Name	Department	Date

1. **Library**
   All library materials have been turned in and all fines/fees paid.

   Verified through _____ Date _____

2. **Maintenance**
   All keys and University property have been turned in.

   Verified through _____ Date _____

3. **Computer Center**
   All passwords and ID's; telephone access & cards deleted.

   Verified through _____ Date _____

4. **Departmental**
   All departmental property has been turned in.

   Verified through _____ Date _____

5. **Business Office**
   All travel advances, petty cash, and credit cards have been cleared.

   Verified through _____ Date _____

_____***is released of responsibility for the property, as listed above.***
(Employee)

Signature of Supervisor	Date

The verifications on this form in no way releases or waives any claims or right, known or unknown, that Texas A&M University-Commerce may have against the employee herein named.

Copies to: Employee, Supervisor, Original to Human Resources