

Northern Kentucky University
 Separation Clearance Form

Separation Information:

Employee Name	
Department	
Supervisor	
Separation Date	
Last Day Worked	

Actions to take:

1. Please make sure your supervisor has received a letter of resignation.
2. Schedule an exit interview with Human Resources (x5200 or hr@nku.edu)
3. Complete the form below on your last day on campus.

Items to be returned:

(These can be turned into your Supervisor, Business officer, or Human Resources)	Date Turned In	Receiving Party
Keys – turned in to either your Supervisor, Business Officer, or HR		
Electronic, wireless or other portable devices, along with any passwords have been sent to IT for reimaging and/or surplus		
All Card		
Parking Pass		
Procurement Card (if applicable)		

I have reviewed the information above and I do affirm its truth. I further state that I possess no property belonging to the University or have designated a date to return items in my possession.

Employee Signature: _____ Date: _____

Receiving Party Signature: _____ Date: _____

Receiving party is responsible for:

1. Providing a copy of completed form to exiting employee.
2. Submitting completed form, Parking Pass and All Card to Human Resources, AC708.
3. Submitting Keys to Key Control, Human Resources or completing a Key Transfer Request located at this link: <https://inside.nku.edu/operations/services/workcontrol/key.html>