

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

HOSTOS COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK

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

Dept.: \_\_\_\_\_ Retirement Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_  
(Last Working Day)

**CLEARANCES MUST BE OBTAINED FROM THE FOLLOWING AREAS PRIOR  
TO THE RELEASE OF FINAL PAYCHECK**

**SIGNATURE / DATE**

**DEPARTMENT CLEARANCE**

Assignments Completed  
Teaching Materials  
Official Department Records  
Department Property (cell phones, reports, pins, etc...)

**PURCHASING (G-100)**

Cleared of any acquired goods or services

**LIBRARY (A-308 / CIRCULATION)**

Due library property (Books, Periodicals, etc.)  
Fines

**PUBLIC SAFETY / LOCKSMITH (C-030)**

Parking Sticker  
Swipe Card / I, D. Card\*  
Keys\* (review key form and get appropriate signature)

**INFORMATION TECHNOLOGY (B-429)**

Equipment  
Software  
Instructional Manuals  
Access Code  
Email / Other

**HUMAN RESOURCES / PAYROLL (B-215)**

Final Timesheet  
Satisfied Pay Advances  
Benefits  
Exit Interview

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

**\*LOST KEYS, ID OR SWIPE CARDS MUST BE PAID FOR.**

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

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

\_\_\_\_\_

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

## **CAMPUS BUILDINGS**

**A BUILDING / ALLIED HEALTH BUILDING – 475 GRAND CONCOURSE**

**B BUILDING – 500 GRAND CONCOURSE**

**C BUILDING / EAST ACADEMIC COMPLEX – 450 GRAND CONCOURSE**

**D BUILDING / SAVOY MANOR BUILDING – 120 EAST 149TH STREET**

**G BUILDING / ADMINISTRATION BUILDING – 135 EAST 146TH STREET**

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