Office of Management and Enterprise Services (OMES)
Employee Clearance Form

Terminated employees shall return OMES property to a supervisor or Human Resources staff. Any work related documents or files must remain the property of OMES. Failure to return OMES property may result in OMES legal action to recover such property.

Name:	Date:
Employee ID#	Last Day on Duty:
Please provide home e-mail address for future mailings (e.g. W2, OPM-14, Exit survey, etc):	
Additional Information or comments:	

The following Property has been returned to OMES

Quantity	Item	Serial Number

Employee Name

Signature / Date

HR Staff / Supervisor name

Signature / Date

Copy: HR file
Payroll