

Final Separation Information



Name:

UK ID Number:

This form is to be completed by all Chemistry personnel upon permanent separation from the Department of Chemistry.

Forwarding Addresses:

Home

Street
City, State, Zip

Phone

New Employer

Street
City, State, Zip

Phone

Equipment:

All chemicals, supplies, and equipment have been cleaned up and returned to supervisor and/or preceptor.

Last Day
on Payroll

Signature & Date
(Supervisor or Preceptor)

Chemical Waste:

Chemical waste (if any) has been returned to the stockroom in a labeled form suitable for disposal. See the Stockroom Manager, CP-33.

Signature & Date
(Stockroom Manager)

Security:

All University and Chem-Physics Building Keys and Access Cards have been returned. See the Administrative Assistant, CP-125.

Signature & Date
(Administrative Assistant)

Completed Form:

Return this to the Administrative Assistant, CP-125, when complete.

Please provide any of the Chemistry listservs or distribution lists to which you are subscribed.

If you are taking another position at UK, please provide the name of the department.

Signature & Date
(Administrative Assistant)