Faculty/Staff Check-out Form

On or before the last day of their appointment, faculty/staff are required to empty and clean-up their workspaces, return School of Art & Design keys and computer equipment, p-cards and pending receipts and any other misc. items that they may have borrowed from the school. Use this form to obtain signatures certifying that you have completed these requirements.

The following penalties will be assessed for non-compliance:
• For each key not returned: $100 re-keying fee.
• Failure to empty and clean-up office: Cleaning Cost.
• For computer and computer accessories not returned: Replacement Cost.

Return this completed form to the Stamps Main Office.

Faculty/Staff Name: ____________________________ UM ID#: ____________________________ Cell Phone: ____________________________

Current Email: ____________________________ Future Email: ____________________________ Office Phone: ____________________________

FORWARDING MAIL ADDRESS; or, future address: ____________________________________________________________

P-Card Return: Return your p-card, turn-in all pending receipts, and obtain a signature of certification from Mahendra Kumar (647-8970) or Besnik Topulli (615-4787), 2000 A&A.

Certified: ____________________________ ____________________________ ____________________________ ____________________________

Print Name Signature Date

Keys & MCard Return, Workspace Clean up: Return all keys and MCard (if applicable), empty/cleanup workspace, and obtain a signature of certification from Peter Jansen (615-5973), 2029 A&A. (All key-card access to be terminated for this person as of the day this form is certified).

Office Number: ____________________________ Faculty Studio Number: (applicable only to some faculty) ________

Certified: ____________________________ ____________________________ ____________________________ ____________________________

Print Name Signature Date


Certified: ____________________________ ____________________________ ____________________________ ____________________________

Print Name Signature Date


Certified: ____________________________ ____________________________ ____________________________ ____________________________

Print Name Signature Date