



**DEPARTURE FORM**

(This form ***MUST BE*** completed by your Administrative Head, all items turned in, and all appropriate signatures obtained before receiving your final paycheck)

\_\_\_\_\_  
Name D Number

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date of Employment

\_\_\_\_\_  
Last Date Worked

\_\_\_\_\_  
Last Date of **PAID** Employment

My MDCC Identification Tag has been turned in. \_\_\_\_\_ Yes \_\_\_\_\_ No

All keys have been turned in. \_\_\_\_\_ Yes \_\_\_\_\_ No

All equipment, computers, and other college inventory have been returned. \_\_\_\_\_ Yes \_\_\_\_\_ No

***\*If medical leave is transferable, to whom and where does it need to be transferred*** \_\_\_\_\_

You **must** sign out with each of the following: *Please have person in charge to initial and date the appropriate space verifying that you have paid any charges owed.*

\_\_\_\_\_ Bookstore Charges

\_\_\_\_\_ VP of Student Services (fines)

\_\_\_\_\_ Library Charges

\_\_\_\_\_ Maintenance Department

\_\_\_\_\_ Computer Services: ***Provide your computer password*** \_\_\_\_\_

\_\_\_\_\_ Human Resources (leave time) \_\_\_\_\_

**REASON FOR DEPARTURE:**

\_\_\_\_\_ Retirement

\_\_\_\_\_ Family Relocation

\_\_\_\_\_ Job Change

\_\_\_\_\_ Dismissal: Please explain \_\_\_\_\_

\_\_\_\_\_ Other: Please explain \_\_\_\_\_

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Signature of Administrative Head Date

**Revised 01/08/2019**

**When completed, turn in to the Business Office**