

## **DEPARTURE FORM**

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

Position         Date of Employment         Last Date Worked         Last Date of PAID Employment         My MDCC Identification Tag has been turned inYesNo         All keys have been turned inYesNo         All equipment, computers, and other college inventory have been returnedYes         *If medical leave is transferable, to whom and where does it need to be transferredYou must sign out with each of the following: Please have person in charge to initial and space verifying that you have paid any charges owed.        Bookstore Charges        VP of Student Services (fines)        Library Charges	
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VP of Student Services (fines)	d date the appropriate
Library Charges	
Maintenance Department	
Computer Services: <i>Provide your computer password</i>	
Human Resources (leave time)	
REASON FOR DEPARTURE:	
Retirement	
Family Relocation	
Job Change	
Dismissal: Please explain	
Other: Please explain	
Employee	Date
Signature of Administrative Head Revised 01/08/2019 When completed, turn in to the Business Office	

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.