

**CALIFORNIA INSTITUTE OF TECHNOLOGY  
Termination Clearance Sheet**

Employee Name:		Forwarding Address			Telephone No.	Division/Dept	Hire Date	Termination Date
Caltech UID Number:								
Clearance check made by:		Ext:			Cleared		Personal Clearance	
Clearing Departments		Location			Enter name of person granting clearance.	<b>Actions Required</b>	Obtain authorized signature where clearance was not granted.	
		Bldg.	Room	Ext.			Signature	Date
1	ITS Network Administrator	<a href="mailto:accounts@ITS.caltech.edu">accounts@ITS.caltech.edu</a> 4631				Please turn in job related files to your supervisor.		
2	Admin Information Security	263 S. Chester	1-10	3085				
3	ATC Network Administrator	263 S. Chester	1-10	5911				
4	Library	Millikan	1-32	6402				
5	Bursar's Office	Student Svcs.	120-87	6753				
6	Athenaeum	Athenaeum	1-61	8269				
7	Credit Union	515 S. Wilson	100-63	6300				
8	Cash Management	Financial Svcs.	123-15	6746				
9	Travel Audit	Keith Spalding	114-6	8101				
10	Petty Cash Custodian	Keith Spalding	103-6	3689				
11	Purchasing - Credit Cards	Keith Spalding	103-6	6273				
12	Locks & Keys	Facilities Mgmt.	2-83	4697				
13	Campus Security	Security Office	200-63	4701				
14	Personnel Directory	Public Relations	1-71	8046				
15	Telecommunications	263 S. Chester	111-10	4742				
16	HR Employment (Exit Interview, Parking Permit & ID Card)	399 S. Holliston	153-84	3300	NA			
17	HR Employment (Termination pay check)	399 S. Holliston	153-84	3300	NA			
18	Div/Dept, Tools, Tools, Uniforms, Signature Authorizations				NA			
<b>For Foreign Nationals Only:</b>								
19	International Scholar Services	266 S. Chester	4-11	2188				
					_____ Employee Signature			
						_____ Date		