



## California Institute of Technology

### Request for Employee Clearance Prior to Termination Date

(Please e-mail completed form to [TermClearance@caltech.edu](mailto:TermClearance@caltech.edu))

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To: [TermClearance@caltech.edu](mailto:TermClearance@caltech.edu) distribution:

Athenaeum	International Scholar Services	Records
Bursar's Office	Library	Telecommunications
Cash Management	Lock and Key Shop	Travel Audit
Credit Union	P-Card	
Employee Relations	Petty Cash Custodian	

Please call or e-mail the employee's manager/supervisor if the employee is not cleared for termination. Thanks!

Employee Name: \_\_\_\_\_

Employee UID: \_\_\_\_\_

Termination Date: \_\_\_\_\_

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**Requested by:**

Manager/Supervisor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

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Managers/supervisors are reminded to ensure that all Caltech properties (computers, cell phones, tools, uniforms, etc.) are returned by employee.

The following departments will be notified by Human Resources after the termination date:

Campus Card Office  
Campus Security  
IMSS Security  
IMSS Network Administration