



California Institute of Technology

Request for Employee Clearance Prior to Termination Date

(Please e-mail completed form to TermClearance@caltech.edu)

To: 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: _____

Requested by:

Manager/Supervisor Name: _____

Phone Number: _____

E-Mail Address: _____

Date: _____

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