

Louisiana State University Alexandria
Faculty and Staff Checkout Form

Name	Title	Sem/Yr	Date
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DO YOU HAVE A VISA TRAVEL CARD THAT WAS ISSUED TO YOU THROUGH THE UNIVERSITY? Yes _____ No _____

The signatures below verify that all obligations to the University have been cleared. Final payroll checks will be issued according to schedule upon submission of a completed copy of this form.

DEPARTMENT HEAD:

(Grade book, exam papers, keys, safety supplies, Uniforms and any other University property Issued at Department level.)

ACADEMIC AFFAIRS:

(Part-Time Faculty Handbooks, if applicable)

ACCOUNTING SERVICES:

Outstanding financial obligations to the University, including LaCarte Card return and reconciliation completed.

IET SERVICES

Notification to disable user's account – all technology Equipment has been returned (phones, computers, tablets)

FACILITY SERVICES:

Any keys, etc. signed out by Facility Services

LIBRARY:

All library materials returned in

RECORDS OFFICE:

All grades turned in (IF APPLICABLE)

This to verify that original copy of this form has been completed and submitted to Human Resource Management.

Human Resource Management Representative