

**DEPARTMENT OF CHEMISTRY AND CHEMICAL BIOLOGY
DEPARTURE FORM**

Must be completed by Faculty/ Staff and returned to Room 148

Faculty/Staff Name _____
(Please print)

Separation Date: _____

Signatures of the appropriate persons must be obtained for each of the items below.

1.	Chemistry Department keys are to be returned to the Business office (Room 142). Keys returned: _____ (Ann Doeffinger) Room 140 _____ Date
2.	Computer Rooms "SLASH CARD" returned: _____ (Room 308 and 203) (Signature of Thomas Chapin, Room 015)
3.	Visa holders (J-1, H-1, other) must complete International form available at http://rutchem.rutgers.edu/dept_admin.shtml . Return completed form to Room 148: _____ (Signature of CCB Personnel Administrator)
4.	Have you been notified regarding Health Benefits after termination-Contact Rm 148 _____ Yes _____ No
5.	Forwarding Home Mailing Address: _____ _____ _____ Email Address: _____

Signature of Departing Employee

Date

Signature of CCB Personnel Administrator

Date