



School of Veterinary Medicine
Department of Veterinary Clinical Sciences
Clearance Certificate

Completion of this certificate confirms all items listed below have been returned to their respective department and signed off by the proper authority. Non-applicable items should be signed by the authority or your supervisor.

This is to certify that _____,
(Please Print Name) (Position Title)

Made satisfactory settlement of all personal accounts in the Veterinary Teaching Hospital. Hospital Cashier

Returned or made satisfactory settlement for all materials obtained from the SVM Library. SVM Librarian

Returned all lab coats, scrubs and uniforms in my custody. Central Supply Technician

Returned all pagers in my custody. Katelyn Downey (VTH Administration)

Returned assigned SVM keys and/or made satisfactory settlement for all departmental property in my custody. Kevin Oubre (VCS Property Custodian)

Requested deactivation of Long Distance code. Kevin Oubre (VCS Property Custodian)

Returned LaCarte Card and reconciled expense activities. Jaycine Cole (SVM Business Office)

Returned Radiation Badge to Radiology. Radiation Safety Officer

Returned parking pass and wand (if purchased) to department. Maurice Kirksey (VCS Contact)

Returned or made satisfactory settlement for all BIOMMED materials in my custody. Service Chief

Returned SVM personnel identification badge to SVM Security Front Desk. Security Officer

Forwarding email: _____

Future Position & Place _____

Forwarding Mail Address: _____

ONCE COMPLETE, PLEASE GIVE TO MAURICE KIRKSEY IN VCS