

## Department of Chemistry Check-Out Sheet

Complete form by obtaining signature or authorization from offices/personnel listed. Return form to front desk in chemistry administrative office (7330). This process applies to all graduate students, special students, and post-doctoral fellows.

NAME: \_\_\_\_\_

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

Hood, bench cleaned; chemical waste tagged for disposal; equipment returned.	Date: _____	Signed: _____ (Research Advisor)
Lab & facility keys returned	Date: _____	Signed: _____ (Mike Willemain)
PAF/Stipend termination completed VISA Update (J-1, J-2, F-1, H-1)	Date: _____	Signed: _____ (Leigh Thompson/Magda Paszewska)
Do you have any pending expenses/reimbursements in Concur?	Date: _____	Signed: _____ (Scott Kelly and Magda Paszewska)
NMR account terminated  CORES account terminated (email: <a href="mailto:m.voehler@vanderbilt.edu">m.voehler@vanderbilt.edu</a> ; <a href="mailto:CoresEmail@vanderbilt.edu">CoresEmail@vanderbilt.edu</a> CC: <a href="mailto:magdalena.k.paszewska@vanderbilt.edu">magdalena.k.paszewska@vanderbilt.edu</a> )	Date: _____	Signed: _____ (Markus Voehler - NMR) <a href="mailto:m.voehler@vanderbilt.edu">m.voehler@vanderbilt.edu</a> (CORES) <a href="mailto:CoresEmail@vanderbilt.edu">CoresEmail@vanderbilt.edu</a>
eProcurement account terminated	Date: _____	Signed: _____ (Robert Hayes)
Do you have any computers/electronics purchased by Vanderbilt?	Date: _____	Signed: _____ (Mike Willemain)

Degree expected (if applicable): \_\_\_\_\_

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

Forwarding Address:  
(Please Print)

Accepted employment? Yes \_\_\_ No \_\_\_

Employer: \_\_\_\_\_

Street \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_

City/State \_\_\_\_\_

Zip \_\_\_\_\_

Zip \_\_\_\_\_

Position \_\_\_\_\_

Change of address notification available at the administrative office front desk for mail forwarding. All first-class mail will be forwarded to new address. Magazines and journals will be forwarded for a six-month period. 3<sup>rd</sup> and 4<sup>th</sup> class mail (advertising or unsealed mail) will be discarded after departure.