

Division Check-Out Sheet

Date: _____

Name and UID Number: _____

Email Address: _____ Lab Group: _____

Research Sign Off

- All research samples labeled in group storage OR not applicable
- All waste materials labeled and moved to waste collection center OR not applicable
- Laboratory bench clean and all chemicals moved to storeroom OR not applicable
- Laboratory notebook, computer items, spectra, and other data OR not applicable

Sign off by Group Safety Coordinator or Research Advisor

Date

- Library Books returned OR not applicable

Sign off by Librarian

Date

Administrative Sign Off

- Keys Returned
- UID card returned (to Division office)
- Purchasing Card (Pcard) returned (OR not applicable)
- Forwarding Address of individual (OR not applicable):

Sign off by CCE Division Office OR Lock Shop

Date

Address

City/State/Zip Code and Country info (if applicable)

Return completed form to the CCE Division Office in Crellin Building, Room 168

- CCE Division Office Sign Off of Check-Out completion**

CCE Division Office

Date

For Administrative Use Only

- Keys returned to Lock Shop
- Removed record from DPM/Groups
- Remove from Techmart
- Remove from email distribution
- Remove mailbox
- Building access removal