

Division Check-Out Sheet

Date: _____

Name: _____ UID: _____

Email Address: _____ Lab Group: _____

Research / Safety 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
- All physical keys returned to: _____ 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

Notes:

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

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