

NORTH CAROLINA A&T STATE UNIVERSITY
PROPERTY/WORK ASSIGNMENT CLEARANCE FORM

CURRENT INFORMATION		
EMPLOYEE NAME:	DEPARTMENT:	SUPERVISOR'S NAME:
SOCIAL SECURITY NUMBER (9 digits):	EMPLOYEE'S WORK PHONE:	SUPERVISOR'S WORK PHONE:

PROPERTY /WORK ASSIGNMENT SECTION								
Property/WA Issue Date	Description of Property/Work Assignment	# of Items	Model Number	Serial Number	Cost/ Value	Employee's Signature	Return/ Completion Date	Supervisor's Signature

STATEMENT OF UNDERSTANDING

Failure to return the above property, office equipment, uniforms, tools, etc., to North Carolina A&T State University may result in the cost of this State property being deducted from my final salary payment. If the final salary payment is not sufficient to cover the dollar amount deducted, I will be responsible for the financial debt to the University.

_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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CLEARANCE SECTION	
EMPLOYEE'S FORWARDING ADDRESS:	TELEPHONE #:
	EMAIL ADDRESS:

CERTIFICATION STATEMENT

By signing below, I certify that all property issued by the University has been returned or otherwise accounted for including uniforms, cell phone, laptop, keys, One-Card, work assignme grades and reports (including AFCL Reports). I understand that the value of any unreturned property will be deducted from my next paycheck.

_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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Exit Interview Held: _____ Date	_____ Benefits Representative
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