Ohio State Newark/COTC
Employee Sign-Out Form

Instructions to employee: This form is to be completed before your last day of employment with Central Ohio Technical College/The Ohio State University, Newark. ***Prior to receiving your final paycheck, it is necessary for you to obtain the following signatures, return all keys and books, pay all fines, etc***. Official signatures from the Finance Office and Human Resources Office should be obtained last. The form should be turned in to the Human Resources Office.

EMPLOYEE:

TERMINATION/RESIGNATION DATE:

DEPARTMENT	**SIGNATURES ONLY**	**DATE**
DEPARTMENT HEAD	_____	_____
SERVICES CENTER	_____	_____
ITS DEPARTMENT	_____	_____
LIBRARY	_____	_____
SECURITY	_____	_____
FINANCE DEPARTMENT	_____	_____
HUMAN RESOURCES	_____	_____
KEYS (Facilities)	_____	_____

Employee's Forwarding Address: _____

_____

cc: Security
       IT Dept
       Human Resources
       Library
       Finance
       Budget   Rev. 06/04