Checkout Form

PLEASE KEEP Route Y "PERSONAL INFORMATION" UPDATED so we can keep in touch.

Name: ___________________________ ID#: ___________________________ Advisory Chair: ___________________________
Forwarding Address: ____________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
Phone #: ___________________________ Email: ___________________________
(Dept. email will be terminated; go to MyBYU→Campus Links→Communication→Email Alias Manager for lifetime forwarding)

Name of school or company you are going to next: ___________________________

Purpose: □ Continuing education □ Post-doc position □ Employment □ Teaching □ Other: ___________________________

1. To be cleared by Jody Hall, Department of Chemistry and Biochemistry Business Office, 214 NICB (2-6154)
   □ A. Date student's contract terminates: ___________________________
   □ B. Date of final paycheck deposit: ___________________________
       Jody Hall, Business Office ___________________________ Date ___________________________

2. To be cleared by CSR office, 209 NICB (2-4108)
   □ A. Chemistry Network access terminated.
   □ B. E-Mail access terminated.
   □ C. Delete from individual and group lists.
   □ D. Files deleted from Account & Servers
       Computer Support Resource ___________________________ Date ___________________________

3. To be cleared by Sue Mortensen, C104 BNSN (2-6269)
   □ A. Department keys returned.
   □ B. ID badges returned.
   □ C. Late access to BNSN terminated.
   □ D. Exit interview has been held.
       Sue Mortensen, Main Office ___________________________ Date ___________________________

4. I have checked my library record to assure I have no outstanding book or material loans

5. To be cleared by the student's Advisory Chair
   □ A. Books, supplies, and equipment have been returned.
   □ B. Lab area is cleaned and all chemicals labeled or properly disposed of.
   □ C. List of accounts sent to Matt Allen for termination of stockroom checkout privileges.
       Advisory Chair ___________________________ Date ___________________________

6. To be cleared by Anna Kennington, C100 BNSN (2-3667)
   □ A. Mail box cleaned out.
   □ B. Forwarding instructions given.
       Anna Kennington, Department Secretary ___________________________ Date ___________________________

Failure to return University property (books, keys, etc.) pay traffic tickets, or fulfill housing commitments may cause a hold on student records that will prevent the transmission of transcripts. Failure to check out properly with the Department of Chemistry and Biochemistry Business Office, Computer Support, Main Office, and your Advisory Chair may have a negative effect on future letters of recommendation.

Return completed form to Amy Royer, Graduate Coordinator Administrator (C101 BNSN) CHECKOUT.FORM (8/3/2020)