

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 **Kim Christensen**, Department of Chemistry and Biochemistry Business Office, 214 NICB (2-6154)

- A. Date student's contract terminates: _____
 B. Date of final paycheck deposit: _____

Kim Christensen, 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

Student Date

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 Janet Fonoimoana, Assistant Graduate Coordinator (C101 BNSN)

CHECKOUT.FORM (6/1/16)