



PERSONNEL RELEASE

\_\_\_\_\_ with University ID number \_\_\_\_\_ an employee in the Department of \_\_\_\_\_, has satisfied all obligations to Mississippi Valley State University and is eligible for release from his/her current contract effective \_\_\_\_\_. He/she has cleared the areas below as indicated by the proper signature.

CLEARING FACULTY OR TEACHING STAFF MEMBER

CLEARING STAFF MEMBER (NON TEACHING)

Department Head/Project Director \_\_\_\_\_ Date \_\_\_\_\_

Department Head/Project Director \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
( ) Verified Submission of Roll Book, Grades, Keys, etc.

Inventory \_\_\_\_\_ Date \_\_\_\_\_

Vice President/Provost \_\_\_\_\_ Date \_\_\_\_\_  
( ) Verified Submission of Roll Book, Grades, Keys, etc.

Housing \_\_\_\_\_ Date \_\_\_\_\_

Student Records \_\_\_\_\_ Date \_\_\_\_\_

Library \_\_\_\_\_ Date \_\_\_\_\_

Inventory \_\_\_\_\_ Date \_\_\_\_\_

Institutional Research \_\_\_\_\_ Date \_\_\_\_\_

Housing \_\_\_\_\_ Date \_\_\_\_\_

Information Technology \_\_\_\_\_ Date \_\_\_\_\_

Library \_\_\_\_\_ Date \_\_\_\_\_

Facilities Management \_\_\_\_\_ Date \_\_\_\_\_

Institutional Research \_\_\_\_\_ Date \_\_\_\_\_

Information Technology \_\_\_\_\_ Date \_\_\_\_\_

Facilities Management \_\_\_\_\_ Date \_\_\_\_\_

Office of Business & Finance

\_\_\_\_\_Accounts Payable \_\_\_\_\_ American Express \_\_\_\_\_ Student Accounts \_\_\_\_\_ Purchasing  
\_\_\_\_\_ Travel Advance \_\_\_\_\_ Cashier \_\_\_\_\_ Bookstore

FOR THE OFFICE OF HUMAN RESOURCES USE ONLY

Human Resources \_\_\_\_\_

Date \_\_\_\_\_



## Personnel Release Signature Certification Instructions

*The Personnel Release Form must be completed by the exiting employee who is either resigning or retiring. The release for an employee who has been non-renewed or terminated must be completed by the department manager/director or a designee. This process must be completed within (7) seven days of the employee's last day of service.*

### **Department Head/Project Director**

Signature certifies that the clearing employee is eligible for release from his/her contract and has satisfied all obligations from his/her department. Signature certifies the clearing faculty member's Roll book and grades have been submitted.

### **Provost/Vice President for Academic Affairs**

Signature certifies that the clearing faculty member has met all obligations pertaining to the submission of Roll Book, Grades, keys, etc

### **Information Technology**

Signature certifies that the clearing employee's computer account has been deactivated and network access has been terminated.

### **Student Records**

Signature certifies that the clearing Faculty member's grades have been submitted.

### **Library**

Signature certifies that the clearing employee has no fines, returned books, and any equipment

### **Bookstore**

Signature certifies that the clearing employee owes no debt to the bookstore.

### **Inventory**

Signature certifies that the clearing employee's inventory has been accounted for.

### **Institutional Research**

Signature certifies that the clearing employee has been cleared for separation

### **Faculty and Staff Housing**

Signature certifies that the clearing employee's housing has been cleared.

### **Facilities Management**

Signature certifies that the clearing employee's keys have returned to Facilities Management

**Business and Finance** (Accounts Payable, American Express, Student Accounts, Purchasing, Travel Advance, Cashier and Bookstore):

Signature certifies that the clearing employee has no outstanding debt

### **Human Resources**

Signature certifies the clearing employee has been cleared for separation (insurance cards, keys, identification badges returned)