

**California State University Bakersfield Foundation  
Separation Clearance Form**

Name \_\_\_\_\_ ( ) Separating All Departments  
Department \_\_\_\_\_ ( ) Separating This Department Only  
Effective Date of Separation \_\_\_\_\_ ( ) Other \_\_\_\_\_

**Step I – Department Clearance (check with Department Assistant)**

Office cleared  
 Signature Authority cancelled  
 Department property returned  
 Travel documents completed  
 OfficeMax accessed cancelled

\_\_\_\_\_ Department Authority – Print Name  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step II – University Police**

Keys/Proxy Card

\_\_\_\_\_ University Police – Print Name  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step III – Information Technology Services – ACS 101**

Administrative Computing Services (ACS) Information Technology Services Support (ITSS)

Computer cancelled  
 Phone extension and/or cell number cancelled  
 RunnerCard/ID Card cancelled

Library Services E-Learning Services

Library building access card returned  
 Books returned & fines cleared/InterLibrary Loan

Email, Meeting Maker and/or Shared Folder access cancelled  
 Web Services cancelled

\_\_\_\_\_ ITSS – Print Name  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step IV – Cashier Office – Administration East Building**

Travel Advances cleared  
 Accounts Receivable cleared  
 State Property cleared  
 Moving Allowance cleared  
 All credit cards (AmEx, Procurement, Voyager)  
 Collect Parking Decal  
 Collect ID Card (Do not collect Student ID)

\_\_\_\_\_ Cashier – Print Name  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

If there is a change of address, employee must go to the Human Resources Office to complete a change of address form.

I certify that the information above is accurate: \_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Last pay:  Pick up or  Mail to: \_\_\_\_\_  
Street City Zip

*If the employee is unavailable, the department is responsible for completion and routing of this form.*