



Caddo Nation Employment Clearance Exiting Form

Name:		Job Title:	
Department:		Separation Date:	
Updated Address (W2 Purposes)			

DEPARTMENT CLEARANCE	ISSUED	RETURNED
Filing Cabinet Keys	Y N	Y N
Tools	Y N	Y N
Computer Passwords	Y N	Y N
Other Items?	Y N	Y N
Comments:		

Director Signature: _____ Date: _____

PROPERTY CLEARANCE	ISSUED	RETURNED
Cell Phone	Y N	Y N
Laptop	Y N	Y N
Tablet/iPad	Y N	Y N
Hot Spot	Y N	Y N
Keys (Building/Office)	Y N	Y N
Camera(s)	Y N	Y N
Other Items?	Y N	Y N
Comments:		

Procurement Officer: _____ Date: _____

AOA CLEARANCE	
Meals Charge Account	Y N
If yes, outstanding balance (attach itemized listing)	

AOA Director: _____ Date: _____

I.T. CLEARANCE	CLEARED
Computer Login Credentials	Y N
Email Address Credentials	Y N
IP Phone VM Password	Y N
Software Access	Y N
Other Items?	Y N
Comments:	

I.T. Signature: _____ Date: _____

FINANCE CLEARANCE	
Travel Advance	Y N
Fuel Charge	Y N
If yes, outstanding balance (attach itemized listing)	
REMOVE EMPLOYEE FROM DIRECT DEPOSIT IF ENROLLED	
Comments:	

Finance Officer: _____ Date: _____

HR CLEARANCE	
Issued Badge	Y N
Returned Badge	Y N
Final Timesheet	Y N
	Y N
	Y N

HR Director: _____ Date: _____

OWED TO EMPLOYEE	***HR USE ONLY***	OWED TO EMPLOYER
Final Hours Worked		AOA Balance
Plus: Annual Leave		Finance Charges
Total		Total

SIGNED CLEARANCE SHEET MUST BE RETURNED TO THE HR DEPARTMENT FOR FINAL PROCESSING

I understand that all outstanding debts to the Caddo Nation must be liquidated and that all property belonging to the Caddo Nation must be returned and if not I understand that I am liable for the cost of said property. I also understand that before I can receive my final payroll check that I must be cleared of all my debts incurred by me as an employee of the Caddo Nation.

Employee Signature: _____ Date: _____