**LOUISIANA STATE UNIVERSITY AT EUNICE**

**FACULTY AND STAFF CHECKOUT FORM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Date

Do you have a LaCarte Card that was issued to you through the University? YES\_\_\_\_ NO\_\_\_\_

Card Returned: \_\_\_\_\_\_\_\_\_\_\_

The signatures below verify that all obligations to the University have been closed. Final payroll check(s) will be issued according to schedule upon submission of a completed copy of this form.

**DEPARTMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Letter of resignation submitted.

**DIVISTION HEAD:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade book, exam papers and any other University Property issued at the Division Level (if applicable).

**STUDENT RECORDS OFFICE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 All grades turned in. (If applicable).

**LIBRARY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 All library materials returned.

**OIT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Computer access cancelled. ID card returned.

 **Retirees:** Do you wish to keep your LSUE email account? YES\_\_\_NO\_\_\_

 (Requires 10 years of employment at LSUE before retirement)

**BUSINESS AFFAIRS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outstanding financial obligations to the University cleared; LaCarte card and keys returned; forwarding address supplied.

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This is to verify that the original copy of this form has been completed and submitted to the Human Resources office.

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 Human Resources Representative