

**Chemistry Department
Check-out form**

Name: _____
Degree Awarded or Position: _____
Mailbox: _____ Date: _____
Purdue Email: _____
Personal Email: _____

Submit completed form to Jenalee Converse at converj@purdue.edu

1. Please inform publishers, correspondents and the post office of your address change.
2. **If you are not from the USA**, please check with ISS in SCHL.
3. Make sure all **Library materials** are returned to the Library.
4. Go to **OneCampus Portal** to enter your forwarding address, if applicable, so your W-2 form will be mailed to the correct address.

5. Instrument Shop cleared: _____
Instrument Shop, BRWN 4151

6. Last Date of Employment: _____
Research Notebook: _____
Number
Departmental duties completed: _____
Major Professor/Supervisor

7. Working quarters accepted: _____
Laboratory Chemical Safety Manager – For instructions see the “Checking Out” link at www.chem.purdue.edu/chemsafety.

8. Chemistry Procurement Center:
Return Travel Visa Card (if applicable): _____
(Not required for Visiting Scholars) Chemistry Procurement Center, BRWN 2107

9. Building keys returned: _____
Chemistry Shop, WTHR 141

10. Business Office (Required of all): _____
Account Clerks, WTHR 225

11. Forwarding home address: _____

12. Name and address of new employer - Your Title: _____
Company name and address _____

Received by: Jenalee Converse Date: _____