

**CHECK-OUT
INTRADEPARTMENTAL TRANSFER**

PLEASE PRINT

Name: _____
leaving (Professor): _____
joining (Professor): _____
Date: _____
Purdue Email: _____

The following must be completed as part of your transfer within the Chemistry Department.

RETURN TO the Main Office in BRWN 2100

1. Working quarters accepted: _____

Laboratory Chemical Safety Manager For
instructions see the "Checking Out" link at
<https://www.chem.purdue.edu/chemsafety/Checkout.php>

2. Research Notebook _____ returned to Professor
Number

Departmental duties completed: _____
Major Professor/Supervisor (leaving)

The above signatures must be obtained prior to keys being issued.

3. Old lab keys returned

New lab keys issued _____
Chemistry Shop, WTHR 140

4. New Lab Room # _____ New Lab Phone # _____

WHEN COMPLETE RETURN TO THE MAIN OFFICE, IN 2100 BRWN

Received by: _____ Date: _____