

Chemistry Department

Check-out form

Name: _____

Degree Awarded or Position: _____

Mailbox: _____ Date: _____

Purdue Email: _____

Personal Email: _____

Submit completed form to Main Office at chemoffice@purdue.edu

1. Please inform publishers, correspondents and the post office of your address change.
2. **If you are not from the USA**, be sure to submit end program form with ISS.
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:**

Instrument Shop, BRWN 4151

6. **Last Date of Employment:**

Research Notebook #:

Departmental duties completed:

Major Professor/Supervisor

7. **Working quarters accepted:**

Laboratory Chemical Safety Manager – For instructions see the “Work-Area Checkouts” link at www.chem.purdue.edu/chemsafety.

8. **Building keys and lab coat returned:**

Chemistry Shop, WTHR 141

9. **Business Office** (Required of all)
Return Travel Visa Card (if applicable):

chembus@purdue.edu or WTHR 225

10. **New home (forwarding) address:**

11. **New Employer:**

Your Title -

Company Name -

Address -
(if known)

Received by: _____ Date: _____
Main Office