

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. **Procurement Office** (Required of all) _____
chemprocurement@purdue.edu or BRWN 2107

8. **Working quarters accepted:** _____
Laboratory Chemical Safety Manager – For instructions see the “Work-Area Checkouts” link at www.chem.purdue.edu/chemsafety.

9. **Building keys and lab coat**
returned: _____
Chemistry Shop, WTHR 141

10. **Business Office** (Required of all)
Return Travel Visa Card (if applicable): chembus@purdue.edu or WTHR 225

11. **New home (forwarding) address:** _____

12. **New Employer:**

Your Title - _____

Company Name - _____

Address - _____
(if known) _____

Received by: _____ Date: _____