

Name: _____

Degree Awarded or Position: _____

Mailbox: _____ Date: _____

Purdue Email: _____

Personal Email: _____

Return original form to Main Office (BRWN 2100) or Scan a copy to chemoffice@purdue.edu using the machine in the Copy Center

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.

All signatures are required.

5. **Amy Facility:**

Amy Facility, 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 <https://www.chem.purdue.edu/chemsafety/Checkout.html>.

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 BRWN 2107

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

11. **New Employer:** Your Title -

Company Name -

Address -
(if known)

Received by: _____ Date: _____

Main Office

updated:
12/13/24