

Name: \_\_\_\_\_

Degree Awarded or Position: \_\_\_\_\_

Mailbox: \_\_\_\_\_ Date: \_\_\_\_\_

Purdue Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

**Scan completed form to Main Office at [chemoffice@purdue.edu](mailto: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. **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](mailto:chemprocurement@purdue.edu) or BRWN 2107

8. **Working quarters accepted:** \_\_\_\_\_  
Laboratory Chemical Safety Manager – For instructions see the “Work-Area Checkouts” link at <https://www.chem.purdue.edu/chemsafety/Checkout.html>.

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](mailto:chembus@purdue.edu) or WTHR 225

11. **New home (forwarding) address:** \_\_\_\_\_  
\_\_\_\_\_

12. **New Employer:**

Your Title - \_\_\_\_\_

Company Name - \_\_\_\_\_

Address - \_\_\_\_\_  
(if known) \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Main Office