

Louisiana State University Alexandria  
Faculty and Staff Checkout Form

\_\_\_\_\_  
Name Title Sem/Yr Date

**DO YOU HAVE A VISA TRAVEL CARD THAT WAS ISSUED TO YOU THROUGH THE UNIVERSITY?** Yes\_\_\_\_\_ No\_\_\_\_\_

The signatures below verify that all obligations to the University have been cleared. Final payroll checks will be issued according to schedule upon submission of a completed copy of this form.

DEPARTMENT HEAD:

\_\_\_\_\_  
(Grade book, exam papers, keys, safety supplies, Uniforms, and any other University property Issued at Department level.)

ACADEMIC AFFAIRS:

\_\_\_\_\_  
(Part-Time Faculty Handbooks, if applicable)

ACCOUNTING SERVICES:

\_\_\_\_\_  
Outstanding financial obligations to the University

IET SERVICES

\_\_\_\_\_  
Notification to disable user's account

FINANCE & ADMIN. SERVICES:

\_\_\_\_\_  
Any keys, etc. signed out by Finance & Admin Services  
Phone Access Code\_\_\_\_\_

LIBRARY:

\_\_\_\_\_  
All library materials returned in

RECORDS OFFICE:

\_\_\_\_\_  
All grades turned in (IF APPLICABLE)

This to verify that original copy of this form has been completed and submitted to Human Resource Management.

\_\_\_\_\_  
Human Resource Management Representative