

## CHECK-OUT SHEET

To be used when permanently leaving the Department of Biology

As stated in the Graduate Student Manual, you are required to have this check-sheet initialed or signed by the appropriate individuals to assure the Department that you have returned all keys and departmental property which you might have in your possession. When you have completed this sheet, bring it to the Biology Office. It will be the final item added to your file. Your bursar account may be billed for missing keys or stockroom items, and you will need to pay such charges before you can receive transcripts or your diploma.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

All stockroom supplies and equipment signed  
out in my name have been returned.

\_\_\_\_\_  
Stockroom Supervisor

All keys checked out in my name have been  
returned to the Biology Department office,  
Richards Hall, Room 314

\_\_\_\_\_  
Assistant to the Chair

Office and/or lab space has been cleaned and  
cleared of all personal property.

\_\_\_\_\_  
Department Office Staff

I have left my forwarding address with the  
Biology Department office.

\_\_\_\_\_  
Department Office Staff

Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
E-Mail Address

Date \_\_\_\_\_