

Departmental Check-out Form Faculty of Engineering, McMaster University

Before leaving the Department, this form must be completed by all departmental and research Staff, Faculty, Post Doctoral Fellows and Graduate Students.
When completed, please return to the Department Office.

Employee's Name: _____

Date: _____

Keys: <input type="checkbox"/> All keys/access cards have been returned.	<hr/> Signature of The HUB, JHE 216A
Computer: <input type="checkbox"/> Manuals, disks, computer equipment and any other items borrowed from the supervisor have been returned. <input type="checkbox"/> Personal files have been removed. <input type="checkbox"/> Password information has been given to Supervisor <input type="checkbox"/> The research area has been cleaned up, dismantled, etc. to our satisfaction. <input type="checkbox"/> Tools and equipment borrowed have been returned.	<hr/> Supervisor's Signature
Textbooks: <input type="checkbox"/> All textbooks borrowed have been returned to the various lenders (Faculty, TA's, Instructors etc.)	<hr/> Supervisor's Signature
Departmental Theses: <input type="checkbox"/> Theses borrowed from the Department Office have been returned.	<hr/> Departmental Signature
Office Space: <input type="checkbox"/> Office has been left tidy and free of personal belongings.	<hr/> Departmental Signature
Forwarding Address/Information: <hr/> <hr/> <hr/> <hr/>	
Phone #: _____ Email: _____	
(For Graduate Students) Job Information: Company Name: _____ Position: _____	

Forwarding Address: We would be happy to forward any mail that comes for you for up to 3 months after you have left. Please provide us with a sheet of addressed labels.