



# Clearance Record for Separated Employee

Employee's Name (Last, first, MI)	EIN
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Separation Date	Date Clearance Initiated	Last Day on Duty
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Employing Office \_\_\_\_\_

Type of Separation (Select one)

<input type="checkbox"/> Transfer/Reassignment	<input type="checkbox"/> Retirement	<input type="checkbox"/> Resignation	<input type="checkbox"/> Removal
	<input type="checkbox"/> Disability Separation	<input type="checkbox"/> Termination	<input type="checkbox"/> Death

Item	N/A	Yes	Date Cleared	Initials	Item	N/A	Yes	Date Cleared	Initials
Personal Identity Verification Card and Access Card					Key Ring and Chain				
Building Pass or Permit					Keys - Building				
Delete Computer Access					Locker Key				
Laptop					Overdrawn Leave				
Blackberry/Personal Digital Assistant Device					Parking Permit				
Home Computer Equipment Disconnected and Collected					Phone Card				
Cell Phone					Salary Advance				
Fixed Credit					Uniform Allowance Purchase Card				
Government Credit Card(s)					Timekeeper - FLSA Exempt Only (Enter Code 60 or 76)				
Key Check					Other _____ _____ _____				

<input type="checkbox"/> Accountable Items Were Not Charged to the Above Named Individual at the Time of Separation.	<input type="checkbox"/> The Above Named Individual Has Accounted for All Government Property Entrusted by This Office.	<input type="checkbox"/> The Government Property Noted Above Has Not Been Returned: Estimated Value \$ _____
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Signature of Property Officer	Final Clearance Date
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1. Use this list as guide and add other items in blank spaces.
2. Route this form to all custodians of Postal property within the employee's office for clearance and initialing. Although property officer is responsible for final clearance, each custodian is held responsible for items under their supervision.
3. Complete clearance by date of separation and file form on right hand side of OPF. Obtain a written explanation for failure to account for any item. When required for the loss or nonreturn of an item, establish value and make collection. If unable to collect from employee, and the amount is more than \$10.00, prepare PS Form 1902, *Justification for Billing Accounts Receivable*, and forward to the San Mateo Accounting Service Center. Where uncollectible amount is \$10.00 or less, no further action is required.