

ECE Departmental Check-out Procedure

Name: _____ Email: _____@udel.edu Advisor _____
 Expected physical departure date: _____ Employee ID: _____

Graduate Student: You are required to fulfill the obligations listed below before the Chair will accept your thesis for approval. All Others: Please complete and return to Chil Alba in 141 Evans Hall.

Time Line	Item	Authorized Signature	Date
1 month prior	Allocate and cancel UD purchase card. Forward the form to Joann Zaloga for her signature. Give the pcard to Chil Alba in 141 Evans Hall for shredding.	_____ Joann Zaloga - jzaloga@udel.edu	_____
2 weeks prior	Update mailing address (for W2 and tax purposes). Go to Webforms; HR Employee Demographic Data form Emergency Notification and update your information.	<input style="width: 40px; height: 20px;" type="checkbox"/>	
	Turn in research notebooks; return borrowed books and software. Separate and arrange transfer of in-lab equipment to advisor.	_____ Advisor	_____
1 week prior	Return all signed-out instruments, tools, lab-ware, video camera and related equipment to the storeroom. Complete Laboratory/Office clean up.	_____ Rob Schmidt - Lab Coordinator	_____
	PDF of Dissertation/Thesis.	_____ Graduate Academic Advisor	_____
Before departure	Return UD ID Card and all building/department keys	_____ Chil Alba - Admin Asst (141 Evans Hall)	_____
	Designate someone in your group to adopt any reoccurring group costs. (i.e. cylinder rental)	_____ Designee for Reoccurring Costs	_____

NOTE: Be sure to empty out your mailbox prior to your departure.

List forwarding address, telephone number and email address.

Home _____ City _____ State _____ Zip _____
 Telephone (_____) _____ - _____ E-Mail Address _____

Business Start Date _____ Company _____
 Job Title _____ Department _____
 Street _____ City _____ State _____ Zip _____
 Telephone (_____) _____ - _____ E-Mail Address _____