



**LOYOLA  
MEDICINE**

*We also treat the human spirit.®*

## Loyola University Health Sciences Campus Faculty Check-out Form

Complete upon resignation or termination of a faculty member

### DEPARTMENT CHAIR

The Department Chair must require that all keys be returned to the Parking office. Also, all final paperwork, including an electronic payroll authorization form, must be completed. After completion of this section, please give the form to the faculty member for completion of the checkout procedure.

Faculty member \_\_\_\_\_

SSN \_\_\_\_\_ Effective date \_\_\_\_\_

### DEPARTMENTAL AUTHORIZERS

When a faculty member is cleared in your area, sign on the appropriate line and send him/her on to the next department (in order as they appear).

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Parking \_\_\_\_\_ Date \_\_\_\_\_

Security/ID/Keys \_\_\_\_\_ Date \_\_\_\_\_

Medical Records \_\_\_\_\_ Date \_\_\_\_\_

Research Services \_\_\_\_\_ Date \_\_\_\_\_

Library \_\_\_\_\_ Date \_\_\_\_\_

### FINAL APPROVAL FOR THE MEDICAL CENTER/HSD

The office of the Vice President for the Clinical Affairs/Assistant Provost for the Health Sciences will give final approval when all medical center property and debts have been settled.

\_\_\_\_\_  
Signature Vice President-LUHS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Assistant Provost, Faculty Administration, HSD

\_\_\_\_\_  
Date

**Note:** Failure to properly complete the check-out procedure may result in the delay of a final payment of wages.