



### EXIT CLEARANCE

All individuals who have been at the CfA for more than one month must complete this form. All sections except the Library and Computation Facility may be cleared by the administrator when appropriate. Retain completed form in Division/Department files.

Visitor/Fellow/Employee's Name \_\_\_\_\_

Date of Departure \_\_\_\_\_

Forwarding Address (to be completed by exiting individual)

Institution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone \_\_\_\_\_

Home \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

#### Library (6-5769)

Outstanding Library Materials  <i>Individuals will be held financially responsible for all materials not returned</i>	_____ <b>Cleared by</b> (print name)	_____ <i>Signature</i>
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#### SAO Travel Office (5-7220) Notify at least one week prior to departure

- American Express card: Returned____ Never issued____  - Trip reports/Money owed	_____ <b>Cleared by</b> (print name)	_____ <i>Signature</i>
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#### Telephone (5-7310), Room C-15D

---- Telephone calling card ---- Cell phone ---- Authorization code	<b>Kathy Crowley</b>	_____ <i>Signature</i>
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**Parking**

60 Garden Street, HCO Administrative Office, C-26  
160 Concord Avenue, M-333  
1815 Massachusetts Avenue (PX), S-245

Parking Tag to Building Manager	<hr/> <b>Cleared by</b> <i>(print name)</i>	<hr/> <i>Signature</i>
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**Accountable SAO Property**

To be signed by individual's accountable property officer. If individual is an accountable property officer, the SAO Property Administrator (5-7318) must be contacted 30 days prior to leaving	<hr/> <b>Cleared by</b> <i>(print name)</i>	<hr/> <i>Signature</i>
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**Division or Department**

<ul style="list-style-type: none"><li>- Keys</li><li>- SAO or Harvard ID card</li><li>- Timekeeper (payroll) information</li><li>- SAO 610 or 52 completed</li><li>- Dangerous or hazardous material</li><li>- SDF status (on-going collaborator/remote user/gone)</li></ul>	<hr/> <b>Cleared by</b> <i>(print name)</i>	<hr/> <i>Signature</i>
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**I certify that I have accounted for all property issued to me and that I owe no money to the Smithsonian Institution or Harvard University.**

**Visitor/Fellow/Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_