

**CHEMISTRY & BIOCHEMISTRY DEPARTMENT CHECK-OUT FORM**  
(Faculty, staff, post-doctorates, graduate, undergraduates, visiting scholars/students)

NAME: \_\_\_\_\_ NDSU ID#: \_\_\_\_\_

In order to forward mail and information and to maintain contact with you, please provide a forwarding address and non-ndsu email address. This information will be used by the Department for professional reasons only.

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Employment/Plans: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*(If withdrawing from NDSU, Fill out the Withdraw from Graduate School Form located on the Graduate School website.)*

Before your last day at NDSU Chemistry & Biochemistry Department you MUST:

1. Check out with your research advisor . . .
  - a. Dispose of any waste and clean lab area
  - b. Chemicals not being disposed should be properly LABELED and stored
  - c. Manage computer files
  - d. Empty your desk of personal belongings
  - e. Return lab books and research materials to advisor

Upon completion . . . Research Advisor Signature: \_\_\_\_\_

2. Empty mailbox and return ALL keys (including mailbox key) to Anna in Sugihara 334.

Upon completion . . . C&B Office Signature: \_\_\_\_\_

3. Check with NMR Manager to verify that all instrument computer accounts are closed.

Upon completion . . . NMR Manager Signature: \_\_\_\_\_

4. Check with MCL Manager to verify that all instrument computer accounts are closed.

Upon completion . . . MCL Manager Signature: \_\_\_\_\_

5. Front office sent email to College/Department Business Coordinator to process end of payroll.

Upon completion . . . Date and Initial : \_\_\_\_\_

When completed, return this form to the Department Office, Sugihara 334

Check Out Date: \_\_\_\_\_ C&B Office Signature: \_\_\_\_\_