# Division Check-Out Sheet

Date: ______________________________

Name and UID Number: __________________________________________________________

Email Address: __________________________ Lab Group: _______________________

## Research Sign Off

- □ All research samples labeled in group storage  OR  □ not applicable
- □ All waste materials labeled and moved to waste collection center  OR  □ not applicable
- □ Laboratory bench clean and all chemicals moved to storeroom  OR  □ not applicable
- □ Laboratory notebook, computer items, spectra, and other data  OR  □ not applicable

__________________________________________  Date

Sign off by Group Safety Coordinator or Research Advisor

□ Library Books returned  OR  □ not applicable

__________________________________________  Date

Sign off by Librarian

## Administrative Sign Off

- □ Keys Returned

__________________________________________  Date

Sign off by CCE Division Office  OR Lock Shop

□ UID card returned (to Division office)

□ Purchasing Card (Pcard) returned  (OR  □ not applicable)

□ Forwarding Address of individual  (OR  □ not applicable):

<table>
<thead>
<tr>
<th>Address</th>
<th>City/State/Zip Code and Country info (if applicable)</th>
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## Return completed form to the CCE Division Office in Crellin Building, Room 168

□ CCE Division Office Sign Off of Check-Out completion

__________________________________________  Date

CCE Division Office

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**For Administrative Use Only**

- □ Keys returned to Lock Shop  □ Remove from email distribution
- □ Removed record from DPM/Groups  □ Remove mailbox
- □ Remove from Techmart  □ Building access removal