

UNIVERSITY OF WASHINGTON  
DEPARTMENT OF CHEMICAL ENGINEERING

Name \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYEE/VISITOR CHECK-OUT	YES	NO
Do you have a UW travel card? If yes, have you returned it to the ChemE business staff (Benson 105)?		
Have you submitted a letter of resignation to your supervisor and a copy to the ChemE business staff (Benson 105) specifying your last day of employment? If not, please do so.		
Have you entered your forwarding address on Employee Self Service in MyUW ( <a href="http://myuw.washington.edu">http://myuw.washington.edu</a> )? If not, please do so.		
Have you returned all lab and research records to your supervisor, including passwords to computer files if applicable? If not, please do so.		
Have you used any machine shop tools/equipment? If yes, have you returned them?		
Have you borrowed any materials from the UW libraries? If yes, have you returned them?		
Have you used any lab chemicals? If yes, have you dated, labeled with name, or disposed of them as required?		
Have you used personal materials/records in the lab? If yes, have you removed them?		
Have you used the vending services in the graduate student lounge? If yes, have you cleared any outstanding debits?		
Have you used any Benson Hall keys? If yes, have you returned them to staff in Benson 105 and received your key deposit?		
Did you purchase a UPASS? If yes, have you returned your ID card with UPASS to Parking Services (3901 University Way N.E.)?		
Have you checked out with Rex Phillips, computer specialist, in 352 Benson? (computer equipment, ChemE email account, email lists)		
Rex's signature:		
Have you checked out with front-desk staff in Benson 105 (Benson directory, photo ID board, mailbox and list)		
Staff signature:		
Please provide a forwarding address for your first-class mail.		