

Department of Chemistry Check-Out Sheet (rev. 11-15-23)

Complete form by obtaining signature or authorization from offices/personnel listed. Return form to Hailey Perry or Trey Graham in Chemistry administrative office (7330P). This process applies to all graduate students, special students, and post-doctoral fellows.

Name: _____ End Date: _____ Term Date: _____

Hood, bench cleaned; chemical waste tagged for disposal; equipment returned	Date: _____	Signed: _____ <small>(PI/Lab Manager)</small>
Lab & facility keys returned	Date: _____	Signed: _____ <small>(Trey Graham)</small>
SkyVU/Stipend - termination completed? VISA Update (J-1, J-2, F-1, H-1B)	Date: _____	Signed: _____ <small>(Kara Rotell)</small>
Graduate health insurance waived? This applies to those leaving during the Fall semester. Email ship@vanderbilt.edu for more info.	Date: _____	Signed: _____ <small>(Hailey Perry)</small>
Do you have any pending expenses/reimbursements in Oracle?	Date: _____	Signed: _____ <small>(Cris Zerface)</small>
Terminate NMR, CORES, and iLab accounts Please email: NMR – m.voehler@vanderbilt.edu VU CORES – coresvu@vanderbilt.edu VUMC CORES – coresemail@vanderbilt.edu iLab – cris.zerface@vanderbilt.edu	Date: _____	Signed: _____ <small>(Cris Zerface)</small>
Procurement – Account terminated?	Date: _____	Signed: _____ <small>(Cris Zerface)</small>
Do you have any computers/electronics purchased by Vanderbilt?	Date: _____	Signed: _____ <small>(Trey Graham/PI/Lab Manager)</small>

Degree expected (if applicable): _____

Date: _____

Forwarding Address (Please Print):

Accepted employment? Yes ___ No ___

Street: _____

Employer: _____

City/State: _____

Street: _____

Zip: _____

City/State: _____

Personal Email: _____

Zip _____

Phone Number: _____

Position: _____

Change of address notification available at the administrative office front desk for mail forwarding. All first-class mail will be forwarded to new address. Magazines and journals will be forwarded for a six-month period. 3rd and 4th class mail (advertising or unsealed mail) will be discarded after departure.