

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: _____

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|---|-------------|---|
| Hood, bench cleaned; chemical waste tagged for disposal; equipment returned | Date: _____ | Signed: _____ (PI/Lab Manager) |
| Lab & facility keys returned | Date: _____ | Signed: _____ (Trey Graham) |
| SkyVU/Stipend - termination completed? VISA Update (J-1, J-2, F-1, H-1B) | Date: _____ | Signed: _____ (Jordan Jarrett) |
| Graduate health insurance waived? This applies to those leaving during the Fall semester. Email ship@vanderbilt.edu for more info. | Date: _____ | Signed: _____ (Hailey Perry) |
| Do you have any pending expenses/reimbursements in Oracle? | Date: _____ | Signed: _____ (Cris Zerface) |
| 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: _____ (Cris Zerface) |
| Procurement – Account terminated? | Date: _____ | Signed: _____ (Cris Zerface) |
| Do you have any computers/electronics purchased by Vanderbilt? | Date: _____ | Signed: _____ (Trey Graham/PI/Lab Manager) |

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.