

Department of Chemistry Check-Out Sheet (rev. 04-16-2025)

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: _____ (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)
Have you reassigned and/or submitted any pending expenses/reimbursements in Oracle? Please circle ONE: YES NO	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 – coresemail@vanderbilt.edu and cc: cris.zerface@vanderbilt.edu Have you emailed all contacts for the accounts that you have? Please circle ONE: YES NO	Date: _____	Signed: _____ (Cris Zerface)
Do you have the procurement requester role? Please circle ONE: YES NO	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: _____