

**Department of Chemistry Required Check-Out Sheet** (rev. 07-24-2025)

Complete this form by obtaining the signatures below via authorization from the personnel listed below. Return this form to Hailey Perry or Trey Graham in the Chemistry Administrative Offices (7330 suite). This process applies to all graduate students.

**Student Name:** \_\_\_\_\_

**Termination Date:** \_\_\_\_\_

**Degree expected (if applicable):** \_\_\_\_\_

**Conferral Date:** \_\_\_\_\_

**Personal Info & Forwarding Address**

**Personal Email:** \_\_\_\_\_  
**Personal Phone:** \_\_\_\_\_  
**Street:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_  
**Zip Code:** \_\_\_\_\_

**Accepted employment?** YES NO  
**Employer:** \_\_\_\_\_  
**Position/Title:** \_\_\_\_\_  
**Street:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_  
**Zip Code:** \_\_\_\_\_

Hood, bench cleaned; chemical waste tagged for disposal; equipment returned	Date: _____	Signed: _____ (PI/Lab Manager)
Do you have any computers/electronics purchased by Vanderbilt? <b>Please check ONE:</b> YES NO	Date: _____	Signed: _____ (PI/Lab Manager/Trey Graham)
Lab & facility keys returned	Date: _____	Signed: _____ (Trey Graham)
Oracle Payroll – termination completed?	Date: _____	Signed: _____ (Jordan Jarrett)
Request to join the alumni page on LinkedIn.  Search <b>Vanderbilt University Chemistry Alumni</b> and submit your request.	Date: _____	Signed: _____ (Hailey Perry)
Graduate health insurance waived? This applies to those leaving during a FALL semester. Email ship@vanderbilt.edu for more info.  <b>Please check ONE:</b> YES NO N/A	Date: _____	Signed: _____ (Hailey Perry)
Have you reassigned and/or submitted any pending expenses/reimbursements in Oracle?  <b>Please check ONE:</b> YES NO	Date: _____	Signed: _____ (Cris Zerface)
Do you have the procurement requester role?  <b>Please check ONE:</b> YES NO	Date: _____	Signed: _____ (Cris Zerface)
Have you reassigned all open POs and Requisitions? <b>Please check ONE:</b> YES NO	Date: _____	Signed: _____ (Cris Zerface)
Terminate NMR, CORES, and iLab accounts. Please email: <ul style="list-style-type: none"> <li>NMR – <a href="mailto:m.voehler@vanderbilt.edu">m.voehler@vanderbilt.edu</a></li> <li>VU CORES – <a href="mailto:coresvu@vanderbilt.edu">coresvu@vanderbilt.edu</a></li> <li>VUMC CORES – <a href="mailto:coresemail@vanderbilt.edu">coresemail@vanderbilt.edu</a></li> <li>iLab – <a href="mailto:coresemail@vanderbilt.edu">coresemail@vanderbilt.edu</a> and cc: <a href="mailto:cris.zerface@vanderbilt.edu">cris.zerface@vanderbilt.edu</a></li> </ul>	Date: _____	Signed: _____ (Cris Zerface)
Have you emailed all contacts for the accounts that you have? <b>Please check ONE:</b> YES NO	Date: _____	Signed: _____ (Cris Zerface)