Department Of Chemistry  
University of Hawai‘i at Manoa

FINAL CHECK-OUT PROCEDURES

Please complete the bottom for final clearance from the Chemistry Department. Failure to complete this form may result in denial of certification of your advanced degree by the Chairman and/or unfavorable personal recommendation from the Department and its staff.

NAME: __________________________________________

EFFECTIVE DATE: ________________________________

FORWARDING ADDRESS: __________________________________________

________________________________________

CITY: __________________________ STATE: ___________ ZIP CODE: ___________

EMAIL ADDRESS: ___________________ PHONE NUMBER: ________________

OBTAIN SIGNATURES:

1) All requested equipment and supplies have been returned to the Chemistry Stockroom. __________________________ Stockroom Supervisor

2) Lab benches, desks and work areas are cleaned out. Chemicals are labelled and stored properly. __________________________ Faculty Advisor

3) All department room keys have been returned to the Chemistry Office, Bilger 238. __________________________ Chemistry Office

RETURN THIS FORM TO THE CHEMISTRY DEPARTMENT OFFICE, BILGER 238

note:

FORWARDING OF MAIL, PAYCHECKS, AND FORM W-2

The U.S. post office does not forward mail addressed to the University of Hawaii and passes on that responsibility to the Departments on campus. We, therefore, will follow their policy and mail will be forwarded to your new address for 30 days; thereafter, mail will be returned to the sender. Please make an effort to notify your correspondents of your new address.

UH paychecks will be forwarded for as long as they are issued.

Form W-2 will be mailed to you on the day they are received at the Department, which is usually the last working day of January. If you move from the address provided above, please be sure to notify the Department.

11/28/2014