

# Grad Student Checkout Form

Student's Name: \_\_\_\_\_ PUID: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Room #: \_\_\_\_\_

Please contact each person in advance to schedule a time to complete checkout form requirements. Do not show up unannounced or expect same day meetings. You must schedule your exit interview at least 1 week in advance.

Staff Person	Responsibility	Signature	Date
Jeff Valley FRNY B014B valley@purdue.edu	Keys Returned – Office & Desk Area in Order	_____	_____
Gabriella Nagy FRNY G041 nagy@purdue.edu	All chemicals discarded or recycled	_____	_____
Business Office FRNY 1057 chebo@purdue.edu	Date Leaving/Last Day in Pay Status/Req. 4 Priv.	_____	_____
Business Office FRNY 1057 chebo@purdue.edu	Travel card	_____	_____
Jason Davenport FRNY G134A jwdavenport@purdue.edu	Mailbox/Forwarding Mail *Return all gas cylinders/ delegate responsibility	_____	_____
Advisor	Research completed, equip. & materials stored Publication Requirement met	_____	_____
Please complete checkout survey	<b>Exit Interview - <a href="https://purdue.ca1.qualtrics.com/jfe/form/SV_6ScWD6pWiaUHFdk">https://purdue.ca1.qualtrics.com/jfe/form/SV_6ScWD6pWiaUHFdk</a></b>	Contact grad office if you'd like to have an in person meeting with Professor Morgan	_____
Bev Johnson FRNY 1051 bjohnso@purdue.edu	Thesis Deposit/ Dept Requirements Laptop returned  <b>*See last</b>	_____	_____

Cc: Joshua Gonzalez, ChE Building Access  
Osra DeLong, ChE Development Office

**\*\*Please complete page 2**

**This form must be returned to the ChE Graduate Office before you leave campus. Failure to do so will result in an academic hold on your account, which may prevent you from receiving your degree.**

Name: \_\_\_\_\_ PUID: \_\_\_\_\_

Forwarding Information: \_\_\_\_\_ Date Effective: \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

Phone #: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Employment Information: \_\_\_\_\_ Start Date: \_\_\_\_\_

Employer: \_\_\_\_\_

City & State: \_\_\_\_\_

Type of Position: \_\_\_\_\_

Yearly Salary: \_\_\_\_\_ Work Email: \_\_\_\_\_

### Laboratory Safety Check-Out Procedure

The following tasks must be completed for a successful Laboratory Safety Check-out:

- Chemicals and gases purchased must be transferred to other lab members
- All waste needs to be called out to REM
- Materials you produced or synthesized need to be managed by you and your major Professor. If they are to stay in the lab, ownership must be transferred to another lab member
- The lab area you are responsible for must be clean – this includes refrigerators, dry boxes, portions of other labs (also in other buildings), instruments, etc.

### W-2 Registration

<https://www.purdue.edu/hr/workpurdue/tax/w2.php>

You should register through ADP **before** you lose access in order to receive your W-2 form