



## PINAL COUNTY SEPARATION CLEARANCE FORM

In accordance with Pinal County Personnel Policy and Procedure number 3.90, this form must be completed in its entirety before a final paycheck will be issued. It is the responsibility of the separating employee to assure that this form is completed in a timely manner and all County property is returned and accounted for.

I certify that I am financially liable for any County property issued to me and not returned. I hereby authorize Pinal County to deduct, through payroll, deduction from my remaining paycheck(s), the amount of \$ \_\_\_\_\_ as full reimbursement for all property and/or equipment not surrendered.

### RETURN OF COUNTY PROPERTY

Departmental representatives must initial, or indicate "Not Applicable," as appropriate:

- Keys \_\_\_\_\_
- ID Card \_\_\_\_\_
- Uniforms \_\_\_\_\_
- Computer Equipment \_\_\_\_\_
- Cell Phone \_\_\_\_\_
- Instruments \_\_\_\_\_
- Office Equipment \_\_\_\_\_
- PC Card \_\_\_\_\_
- Travel Card \_\_\_\_\_
- Fuel Card \_\_\_\_\_
- Travel Advances \_\_\_\_\_
- Travel/Training/Tuition Reimbursement  
Within the past 2 years? \_\_\_\_\_
- Is employee a departmental cash custodian,  
change fund custodian? If yes notify  
Finance (policy 8.70) \_\_\_\_\_
- Tools (List Below) \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Other Items not listed
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

*Exit Interview Conducted By:*

Print \_\_\_\_\_ Signature \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_