



PINAL COUNTY SEPARATION CLEARANCE FORM

In accordance with Pinal County Personnel Policy and Procedure number 2.04, dated 1 October 1997, this form must be completed in it's 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 _____
- Instruments _____
- Office Equipment _____
- Tools (List Below) _____
- _____
- _____
- _____
- _____
- _____

- Other Items not listed
- _____
- _____
- _____
- _____
- _____

Exit Interview For:

Exit Interview Conducted By:

Print _____ Print _____

Signature _____ Signature _____

Received by: _____ Department: _____ Date: _____