

COAHOMA COMMUNITY COLLEGE EMPLOYEE CHECK FORM

Name of Employee		Date	
Department			
<i>The employee must present this form to the following departments for the signatures of the dean/director or other authorized representative. Signatures verify that all property which the employee is responsible for has been turned in, properly accounted for, or that restitution has been made.</i>			
Department	Item/Property	Signature/Dean/Director	Date
Department Assigned	Any items assigned to employee		
Transportation Department	Tickets		
Library/Resource Center	Books, Audio Visual Equipment, etc.		
Business Office	Unpaid Accounts		
Please indicate any item which restitution was made and circumstances: 			
To Be Completed By the Payroll Officer <i>Final payroll check should not be issued unless the employee has successfully cleared each department above</i>			