MRI CHECK-OUT FORM (MRL Building)

All of the items listed below must be returned or completed prior to leaving MRI. Please see the person listed for each group of items to obtain their approval. (This form must be completed and approved by Lisa Kassab prior to departure.)

<table>
<thead>
<tr>
<th>To ensure that your highest degree is listed correctly in our database, please complete the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest degree you have earned (please check one):</td>
</tr>
<tr>
<td>Date earned: (mo/da/yr)</td>
</tr>
</tbody>
</table>

**FACULTY SUPERVISOR** (signature required)
Lab Notebook, Samples, Equipment, Files (Computer / Paper)
Desk and Office Cleaned Out, Paid Bills (Fax / Phone)

**TIM KLINGER - N-104 MSC** (signature required for all)
Samples taken care of / disposed of properly
Office Inspection (safety & facilities)
Lab Inspection (safety & facilities)

**SANDY MAITLAND – 278 MRL**
Keys Returned (signature required)
Parking Permit (signature required)
Name Tag (update office door)

**LISA KASSAB - N-307A MSC**
Purchasing Card returned (signature only if you have card)
Forwarding Address
   (home)
   (business)
Forwarding email address
New W-4 Card Completed
Email Account

**MAIL & PACKAGES**
We will forward internal mail for up to three months after your departure. Please go to the following website to set up having your U.S. mail forwarded to your new address: [https://moversguide.usps.com/?referral=USPS](https://moversguide.usps.com/?referral=USPS). DO NOT have your personal mail forwarded to the lab after your departure.

If you are expecting any items that should be given to someone in the lab for handling (i.e., checks, manuscript proofs, etc.) please let us know what the item is or who will be sending it (so we can identify it when it arrives), and who it should be passed on to.

I am expecting __________________________
Please give it to __________________________

**CLEARED TO LEAVE:**
Lisa Kassab __________________________ date __________________________