



## COAHOMA COMMUNITY COLLEGE EMPLOYEE CHECK FORM

Name of Employee		Date	
Department			
<p><b><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></b></p>			
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		
<p>Please indicate any item which restitution was made and circumstances:</p>			
<p><b>To Be Completed By the Payroll Officer</b></p> <p><b><i>Final payroll check should not be issued unless the employee has successfully cleared each department above</i></b></p> <p><i>I certify that the above-named employee has been processed out and has received his/her final payroll check.</i></p>			
Signature – Payroll Officer		Date	
<p><i>I certify that I have received my final payroll check and have returned all property assigned to me.</i></p>			
Signature – Employee		Date	

***Distribution:***

Dean/Director  
Human Resources