

CHECK LIST

TO :

FROM : Dean / Department

SUBJECT : COMPLETION OF SERVICE-CHECK-LIST

Before your final salary can be paid to you, the Comptroller's Office is required to receive from you the statement shown below. The Comptroller's Office will withhold the sum of \$300.00 from your last month's salary until this statement is received.

Please complete this form (including the reverse side) and return it to the Comptroller's Office so that payment of final salary can be arranged before your departure.

To the Comptroller:

To the best of my knowledge, I have settled my affairs and outstanding accounts with the various departments of the University and other enterprises in Lebanon. I agree, however, to be responsible for any matters which the University may be required to settle on my behalf after I have received my final compensation from the University. My next address will be:

Date: _____

Signature: _____

The above named has completed his required duties.

Date: _____

Signature: _____

Dean

Important Note:

On the reverse side of this sheet there is a list of some departments with which should be checked.

1. Please check out in person at

- _____ a. Jafet Library - all books returned.
Medical Library - all books returned.
- _____ b. Business Services Department - Return of Car Sticker.
- _____ c. Physical Plant (Communication Department) - return of the beeper.
- _____ d. Housing Office, to settle matters relating to your apartment, furniture, etc...
- _____ e. University Health Services (Infirmary).
- _____ f. Hospital - No bills outstanding.
- _____ g. General Services Department - Return of Magnetic Card.
- _____ h. Protection Office - Return of Access Card (for College Hall Employees only).
- _____ i. Benefits Coordinator, College Hall, to settle matters relating to Pension Plan and Hospitalization Insurance.
- _____ j. Human Resources Office, College Hall, to return the ID and sign the end of service release form.

2. Either check out in person (or send an office boy or other assistant) at the West Hall Post Office. Turn in Post Office key and leave a forwarding address.