

Personnel Sign-Out Form

To be completed by all personnel terminating from RLE. Please return this form to RLE Headquarters (36-413) on your last day. Thank you!

Personal Information:

Full Name: _____ Appointment End Date: _____

MIT ID #: _____ MIT Email: _____

Appointment Title: _____

Forwarding Address: _____

City: _____ State/Country: _____ Postal Code: _____

Telephone No. : _____ Non-MIT Email: _____

Your New University or Company: _____

Univ./Company Address: _____

City: _____ State/Country: _____ Postal Code: _____

Please Check Off Those That Apply:

I have returned all keys for RLE space that was issued to me. If not, please return all keys as soon as possible to the RLE Headquarters in 36-413 during regular business hours.
RLE Office Notes:

I have submitted all receipts and documentation for RLE purchases or travel.
If not, please return as soon as possible to Fionnuala Coary, 36-453 or contact at fcoary@mit.edu.

I have reported all the vacation time I have taken.
If not, please report as soon as possible to Flor Nawara, 36-425 or contact at fgnawara@mit.edu.

By checking the boxes below, I acknowledge that I have successfully completed the following:
If not, please report as soon as possible to Dave Foss, 36-472C or contact at davefoss@mit.edu

- IT equipment returned or left unlocked for the next user
- Office space cleaned; file cabinets, bookcases, etc. All Personal Items Removed

By checking the boxes below, I acknowledge that I have successfully completed the following:
If not, please report as soon as possible to Marie Gentile, 36-472A or contact at gentilem@mit.edu

- Lab space left orderly and all chemicals, samples, materials and wastes are labelled and if necessary, properly disposed of.
- Any remaining chemicals, samples and materials are under the care of:

Name: _____ in Room: _____

Please Sign Below:

Signature: _____ Today's Date: _____