

# Grad Student Checkout Form

Student's Name: \_\_\_\_\_ PUID: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Room #: \_\_\_\_\_

Please contact each person in advance to schedule a time to complete checkout form requirements. Do not show up unannounced or expect same day meetings.

Staff Person	Responsibility	Signature	Date
Jason Davenport FRNY B014B valley@purdue.edu	Keys Returned – Office & Desk Area in Order	_____	
Gabriella Nagy FRNY G041 nagyg@purdue.edu	All chemicals discarded or recycled	_____	
Business Office chebo@purdue.edu	Date Leaving/Last Day in Pay Status/Req. 4 Priv.	_____	
Justin Peer FRNY G134A peerj@purdue.edu	Mailbox/Forwarding *Return all gas cylinders/ delegate responsibility	_____	
Advisor	Research completed, equip. & materials stored Publication Requirement met	_____	
Please complete checkout survey	<b>Exit Interview</b> - <a href="https://purdue.ca1.qualtrics.com/jfe/form/SV_6ScWD6pWiaUHFdk">https://purdue.ca1.qualtrics.com/jfe/form/SV_6ScWD6pWiaUHFdk</a>	Contact grad office if you'd like to have an in person meeting with Professor Morgan	
Bev Johnson, FRNY 2037 bjohnso@purdue.edu	Thesis Deposit/ Dept Requirements Laptop returned *See last	_____	

Cc: Joshua Gonzalez, ChE Building Access  
Miranda Martin, Purdue For Life

**\*\*Please complete page 2**

**This form must be returned to the ChE Graduate Office before you leave campus. Failure to do so will result in an academic hold on your account, which may prevent you from receiving your degree.**

Name: \_\_\_\_\_ PUID: \_\_\_\_\_

Forwarding Information: \_\_\_\_\_ Date Effective: \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

Phone #: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Employment Information: \_\_\_\_\_ Start Date: \_\_\_\_\_

Employer: \_\_\_\_\_

City & State: \_\_\_\_\_

Type of Position: \_\_\_\_\_

Yearly Salary: \_\_\_\_\_ Work Email: \_\_\_\_\_

### Laboratory Safety Check-Out Procedure

The following tasks must be completed for a successful Laboratory Safety Check-out:

- Chemicals and gases purchased must be transferred to other lab members
- All waste needs to be called out to REM
- Materials you produced or synthesized need to be managed by you and your major Professor. If they are to stay in the lab, ownership must be transferred to another lab member
- The lab area you are responsible for must be clean – this includes refrigerators, dry boxes, portions of other labs (also in other buildings), instruments, etc.

### W-2 Registration

<https://www.purdue.edu/hr/workpurdue/tax/w2.php>

You should register through ADP **before** you lose access in order to receive your W-2 form