UNIVERSITY POLICE
UT HEALTH SCIENCE CENTER®
SAN ANTONIO

Submit

Department Separation Form

This form should be completed prior to an employee separating from the UT Health Science Center to verify any items an employee has checked out and to determine if an employee has any outstanding obligations with UT Police. The information requested under the Department section of this form must be sent to access@uthscsa.edu no later than five (5) working days prior to the employee's last day of employment.

To be completed by Department

Employee Information

Employee Name: _____ Employee ID Number: _____

Department: _____ Hire Date: _____ Termination Date: _____

Department Contact Information

Name: _____ Title: _____

Phone Number: _____ E-Mail: _____

NOTE: The department has the ability to collect the employee's parking permit, badge, and keys as indicated below as long as the employee does not have outstanding fines or missing items. If there are outstanding fines or missing items, the employee must report to UT Police no later than their last day of employment to complete the separation process.

To be completed by Parking/Access Office

This employee currently has the following:

☐ Traffic/Parking Fine(s)- Employees with outstanding fines must report to UT Police no later than their last day of employment to turn in all items indicated on this form.

☐ Identification Badge # _____

☐ Parking Permit(s) Zone _____ Zone _____
Permit # _____ Permit # _____

☐ Key(s) # _____ # _____ # _____ # _____
_____ # _____ # _____ # _____
_____ # _____ # _____ # _____

Revised 4/8/2013