

MRI CHECK-OUT FORM

Name _____ PSU ID _____

All of the items listed below must be returned or completed prior to leaving the MRI.

**Regardless of whether everything on the list pertains to you, please see the person listed for each group of items to obtain their approval.
This form must be completed and approved by Tina O'Hara prior to departure.**

To ensure that your highest degree is listed correctly in our database, please complete the following:
 Highest degree you have earned (please check one): HSCH BS MS PhD
 Date earned: _____ (mo/da/yr) Curriculum/Program: _____ School: _____

FACULTY SUPERVISOR *(signature required)*

Lab Notebook, Samples, Equipment, Files *(Computer / Paper)*

Desk and Office Cleaned Out, Paid Bills *(Fax / Phone)*

NICHOLE WONDERLING — 159 MRL

X-Ray Badge *(signature required)*

JOE LONJIN – 202 MRL *(signature required for all)*

(see Tim Klinger (109 MRL) if Joe Lonjin is not available)

Samples taken care of / disposed of properly

Name Tag *(from office door)*

Office Inspection (safety & facilities)

Lab Inspection (safety & facilities)

JEFF LONG – 252 MRL OR PAUL MOSES – 167 MRL

Return of Equipment *(signature required)*

AMY DAVIS — 132 Land and Water Building

Purchasing Card / EBuy *(signature required)*

KATHY GUMMO – 201 MRL

Keys Returned *(signature required)*

Parking Permit *(signature required)*

TINA O'HARA — 201-A MRL

Forwarding Address (home)

(business)

Forwarding email address

New W-4 Card Completed

New Salary Request Completed *(n.a. for adjunct appointments)*

Corporate credit cards *(American Express / Diners Club)*

Email Account

Will be deactivated if you are leaving Penn State

MAIL & PACKAGES

We will forward internal mail for up to three months after your departure. Please go to the following website to set up having your U.S. mail forwarded to your new address: <https://moversguide.usps.com/?referral=USPS>. DO NOT have your personal mail forwarded to the lab after your departure.

If you are expecting any items that should be given to someone in the lab for handling (i.e., checks, manuscript proofs, etc.) please let us know what the item is or who will be sending it (so we can identify it when it arrives), and who it should be passed on to.

I am expecting _____
 Please give it to _____

CLEARED TO LEAVE: _____
Tina O'Hara* date

THIS FORM MUST BE RETURNED TO TINA O'HARA (ROOM 201-A MRL) PRIOR TO YOUR DEPARTURE FROM PENN STATE (MRI).

*See Kathy Gummo (room 201) in Tina's absence.