



**THE OHIO STATE
UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

**The Ohio State University
Ohio Agricultural Research and Development Center
Arrival/Registration Form**

New or Transfer Employees: Check one

- Regular CCS Faculty Visiting Scholar
 Regular A & P Temporary Inter-Department Transfer
 Student Graduate Res Assoc Other

Name _____ Employee ID# _____
 Title _____ Advisor/Supervisor _____
 Department _____ OSU Internet Username _____
 Work Phone _____ Existing Email Address _____
 Room # & Building _____ Estimated Departure Date _____
 Hire Date _____

Keys Requested

Key#	Bldg	Room	Dept Approval	Date	Key#	Bldg	Room	Dept Approval	Date

Hiring Department Approval _____ Date _____

Keys Issued by Facilities Service

Key #	Key #	Key #	Key #	Key #	Key #
Date	Date	Date	Date	Date	Date
Issued By	Issued By	Issued By	Issued By	Issued By	Issued By
Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By

OARDC Human Resource
Approval Signature for ID _____ Date _____

OARDC Information Technology
Approval Signature for Email _____ Date _____

OSU ID – ATI
OSU Picture ID issued _____ Date _____



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Departure/Clearance Form**

Instructions: The department employee/associate must clear with each office listed. Completed form must be signed by the employee/associate and the department chairperson or associate chairperson and forwarded to the OARDC Office of Human Resources.

Employees: Check One

- Regular CCS Faculty Visiting Scholar
 Regular A & P Temporary Inter-Department Transfer
 Student Graduate Res Assoc Other

Name _____

Employee ID # _____

Forwarding Address: (please print or type)

Title _____

Department _____

Date of Departure _____

Keys Returned

Key #	Key #	Key #	Key #	Key #	Key #
Date	Date	Date	Date	Date	Date
Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By

The departing employee/associate is responsible for obtaining clearances and signatures from each office or department listed. For example, the Librarian will sign the Library blank, indicating that the employee has returned all library books and key card. Department transfers need not complete this section.

Library - Books, Journals, etc. _____

Facilities Services - Building Keys
(except grad student housing keys) _____

Human Resources - Graduate Student
Housing Keys _____

Fiscal Office - Long Distance
Phone Charges _____

Information Technology Email _____

Department - ID, P- Card and
assigned equipment _____

Employee/Associate Signature

Department Chair/Assistant Chair Signature

Date