

Volunteer Data:

Last Name, First Name, Middle Name:	
SJSU ID #:	Last Day of Volunteering:
Research Supervisor Name:	Type of Separation: <input type="checkbox"/> Resignation <input type="checkbox"/> End of Appointment

University Clearance: Volunteers must visit university offices to obtain appropriate signatures before the exit conference.

University Library MLK Library 408-808-2370	<input type="checkbox"/> Library Fines <input type="checkbox"/> University materials	Print Name:	Date:
		Signature:	
FD&O CYA 408-924-7100	<input type="checkbox"/> Keys <input type="checkbox"/> Building Access Card	Print Name:	Date:
		Signature:	
University Police 7 th Street, UPD Building 408-924-6557	<input type="checkbox"/> Citations <input type="checkbox"/> Cancel payroll deduction <input type="checkbox"/> Parking permit	Print Name:	Date:
		Signature:	

Upon separation, I understand that I have an ongoing responsibility to maintain the confidentiality of any student and/or employee information which I may have had access to during my employment at the university.

Volunteer's Signature:	Date:
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CHEMISTRY DEPARTMENT OFFICE USE ONLY

Department Clearance: Departments are responsible for costs associated with the failure to secure university property and resources upon separation of an employee.

Department property returned: (computers, cell phones, etc.)

Delete website and remove access by contacting the web Services unit. Open a trouble ticket by visiting [Web Services Unit](#)

Voicemail cleared

Department Admin Name & Title:	Department Admin Signature:	Date:
Date Received:	Received By:	Date Added to Personnel File:

SERVICE CENTER CLEARANCE FORM

To: Department of Chemistry, San José State University
Duncan Hall, Room 518

From: Undergraduate Student Researcher
 Graduate Student
 Volunteer Researcher

This is to certify that _____
(Student or Volunteer's Last and First Name)
(_____) has been cleared of all stockroom/service center charges
(SJSU ID #)

with regard to research work and/or work related to the requirements of the M.S. or M.A. degree.

Verified by:

Irene Lin, Technician
 Stephen Cappelloni, Lab Manager

Note: If student or volunteer's Research Supervisor is located at Duncan Hall Building, this form needs to be signed by Irene Lin or Stephen Cappelloni, room DH 511.

Duncan Hall Service Center Staff (Signature and Date)

Carlo Testa, Technician

Note: If student or volunteer's Research Supervisor is located at Science Building, this form needs to be signed by Carlo Testa, room SCI 150.

Science Building Service Center Staff (Signature and Date)

Main Campus

BUILDING	LOCATION
A Modular A	D3
ADM Administration	B2
AQX Aquatics Center	D3
ART Art Building	C3
ASH Associated Students House	D1
ASP AS Print Shop	B3
ATM	B4
BBC Boccardo Business Complex	C4
BK Bookstore	B3
BT Business Tower	C4
CAR Career Center	B2
CC Computer Center	B2
CCB Central Classroom Building	C2
CH Concert Hall	C3
CL Clark Hall	B2
CP Cooling Plant	C4
CVA Campus Village A	D4
CVB Campus Village B	D4
CVC Campus Village C	D4
CV2 Campus Village 2	D4
CYA Corporation Yard A	B4
CYB Corporation Yard B	B4
DC Dining Commons	D3
DH Duncan Hall	D1
DMH Dudley Moorhead Hall	B2
DBH Dwight Bentel Hall	C2
EC Event Center	C3
ENG Engineering Building	B3
FOB Faculty Offices	C2
HB Health Building	C4
HGH Hugh Gillis Hall	B1
IRC Instructional Resource Center	B2
IS Industrial Studies	B4
JWH Joe West Hall	D4
KING Dr. Martin Luther King, Jr. Library	B1
MH MacQuarrie Hall	D
MD Morris Dailey Auditorium	B2
MOD F Modular	B4
100A Modular	B4
100B Modular	B4
MUS Music Building	C3
SCI Science Building	C1
SH Sweeney Hall	D2
SPM Spartan Memorial	C1
SPXC Spartan Complex Central	C2
SPXE Spartan Complex East	C2
SRAC Student Recreation and Aquatic Center	D3
SSC Student Services Center	A4
SWC Student Wellness Center	C2
SU Diaz Compean Student Union Tower Hall	B3
TH	B2
UPD University Police Department	D2
UT University Theatre	B1
WSH Washburn Hall	D3
WSQ Washington Square Hall	C1
YUH Yoshihiro Uchida Hall	C1

Parking Garages	Location
North at Tenth Street	A4
West at Fourth Street	D1
South at Seventh Street	D2
Food/Coffee	D4
CVB	B1
KING	D2
MH	B1
SU	B3

LEGEND

	Electronic Door		Wheelchair accessible		Elevator
	Restricted access		Disabled parking DMV placard		Park and Ride shuttle
	Disabled parking University permit		20/30 minutes		

