Economics Department Check-Out Form

Once you have completed this form, please hand it into Becky Johnson in 260 Heady Hall

Name:	Current Office:	Date Vacating Office:
Forwarding Email:	Forwarding Phone:	Forwarding Address:

Plans after Iowa State

☐ Continue Academic Training	Degree Pursuing:	Institution:
☐ Employment/Internship	Position: Salary Accepted:	Institution/Company: Address:

☐Other (Please indicate any additional information you wish):

Graduation Information (If Applicable)

Date of Graduation:	Degree: ☐ Ph.D. ☐ M.S.	Major: ☐Agricultural Economics ☐Economics

Thesis/Dissertation Title:

Ph.D. Only Please indicate the JEL codes under which your dissertation should be classified (see JEL listings):

1. 2. 3.

Exit Check-List

☐ **Turn in all ISU keys to Becky Johnson in 260 Heady.**
☐ Check the University Library records to make sure all books and documents have been returned.
☐ Make sure all charges to your University bill have been paid.
☐ Change your address on AccessPlus (Student tab; Address Change).
☐ Notify any email lists or regular mailing lists of your new address.
☐ Remove all items from your mailbox in 265 Heady.

Office Check-List

☐ Remove all of your personal items.
☐ Shred or discard papers, manuscripts, old tests, etc.
☐ Discard or store items that do not belong to you or any of your current officemates. We will gladly help determine which items should be kept and which should be discarded.
☐ Clean and unplug any appliances that you are leaving.
☐ Throw-away food and other items that attract bugs.
☐ Wipe off desk and other surfaces with cleaning solution. Cleaning supplies are available in 260 Heady.
☐ Take garbage to the dumpster on the loading dock outside of Heady Hall. Do not leave for the custodian!
☐ Recycle usable office supplies in 260 Heady.
☐ Delete any personal files that you have on the department computers.

When you leave the department, your office should be ready for the next student to move in.

Required Signatures

Amy Bainum Emmett_____ Becky Johnson_____