

AMSI Exit Clearance Form

Employee Name: _____	ID _____
Induction Date: _____	Last Day on Duty: _____
School: _____	Campus: _____
Job Title: _____	Department/Section: _____
Email Address _____	Mobile Number: _____

Kindly fill this form & submit to HR Department to secure the preparation of your final settlement.

Employee

Title	Date	Signature	Comments
ACAD: Grades, Keys, Educational Materials, etc...			
IT: Laptop, Mouse, Docking Station, LCD Screen, USB Flash Disk, External HD, Passwords, Internet, Mobile, etc...			
Facilities Management: Keys, Lockers, Vehicle, Petrol Card, Tools & Equipment, etc...			
Library: Books, Teacher's Edition, Magazines, Posters, CDs, Video Tapes, Cassettes, Maps, Educational Material, etc...			
Accounts: Bank Clearance, Dues, Liabilities, Staff Discount & Tuition fees, Private Lessons...			
Human Resources: TES Status/Insurance Card			
Exit Utility bill : AED 300 will be docked from final settlement of staff residing at AMSI's Accommodation			

Note: Clearance approvals indicate that there is nothing outstanding from the employee; he/she can proceed on leave/final exit. Supporting addendums and departmental forms must be attached to this form.

Approvals (For Administrative Use)

Title	Name	Date	Signature
ACAD			
HR Department			
Accounts			
School Principal			
Remarks:			