

<b>FINAL SALARY PAYMENT REPORT</b>		EMPLOYEE NAME
Administrative Offset Procedures permit holding final paycheck and/or leave until accountable documents are returned.		SEPARATION DATE (LAST DAY OF PAY STATUS)
AGENCY	ORGANIZATIONAL UNIT	
<b>ITEMS REQUIRING CLEARANCE PRIOR TO FINAL SALARY PAYMENT</b>		
1. TRANSPORTATION REQUESTS	8. PROPERTY	
2. IDENTIFICATION CARDS <input type="checkbox"/> a. USDA IDENTIFICATION (AD-53) <input type="checkbox"/> b. OFM/NFS USER ID <input type="checkbox"/> c. OTHER (SPECIFY) _____		
3. GOVERNMENT BILLS OF LADING	9. FUNDS <input type="checkbox"/> a. TRAVEL ADVANCE <input type="checkbox"/> b. FIELD PARTY ADVANCE <input type="checkbox"/> c. IMPREST FUND ADVANCE <input type="checkbox"/> d. COLLECTION OFFICER RECEIPTS <input type="checkbox"/> e. OTHER (SPECIFY) _____	
4. PARKING PERMIT		
5. DRIVERS LICENSE (GOVERNMENT)	10. GAO EXCEPTION	
6. CREDIT CARDS <input type="checkbox"/> a. GASOLINE <input type="checkbox"/> b. TELEPHONE <input type="checkbox"/> c. VISA-TRAVEL <input type="checkbox"/> d. VISA-PURCHASING <input type="checkbox"/> e. OTHER (SPECIFY) _____	11. FISCAL LIABILITY	
7. OTHER ACCOUNTABLE DOCUMENTS (SPECIFY) _____	12. SERVICE AGREEMENTS FULFILLED <input type="checkbox"/> a. TRANSFER OF OFFICIAL STATION <input type="checkbox"/> b. FIRST POST OF DUTY <input type="checkbox"/> c. TRAINING	
	2. OTHER INDEBTEDNESS <input type="checkbox"/> a. ADVANCED S/L <input type="checkbox"/> b. ADVANCED A/L <input type="checkbox"/> c. ADVANCED COMP _____	
<b>REMARKS:</b>		
<b>LEAVE BALANCES</b> A/L _____ S/L _____ COMP TIME _____ _____		
<b>Employee:</b> Do you wish to have an exit interview? <input type="checkbox"/> YES; <input type="checkbox"/> NO		
<b>Signature:</b>		<b>Date:</b>
<b>CERTIFICATION:</b> I certify that the identified items have been checked against official records, except as noted, the above-named employee has properly accounted for each item. Action has been taken to revoke existing delegations of authority and any assignment under the Department's position schedule bond.		
<b>ITEMS BEING CERTIFIED</b> <i>(List by No. Below)</i>	<b>SIGNATURE AND TITLE OF OFFICIAL MAKING CERTIFICATION</b>	<b>DATE</b>
	Personnel	
	Administrative	
	Finance	