

FINANCE DIVISION CLEARANCE WORKSHEET

DATE _____

NAME _____ (See attached for pseudo, alias, etc.) STATUS _____

DIVISION _____ LAST OFFICIAL STATION _____

REASON FOR CLEARANCE _____ EFFECTIVE DATE OF SEPARATION OR TRANSFER _____

FUNDS EMPLOYEE IS PAYROLLED FROM: Vouchered _____ Confidential _____ Military _____ Roll No. _____

INFORMATION RECEIVED FROM _____

A. FOR ACTION BY CLEARANCE OFFICER:

General Ledger Account No.	Employee Account No.	Date of Last Reporting	Debit	Credit
150.1	_____	_____	_____	_____
150.2	_____	_____	_____	_____
300.1	_____	_____	_____	_____
300.2	_____	_____	_____	_____

Signature _____

B. FOR ACTION BY APPLICABLE PAYROLL STAFF, C&TAB:

W/H tax code (Overt or Covert) _____

REMARKS _____

Signature _____

C. FOR ACTION BY THE TAX AND ALLOWANCE STAFF, C&TAB:

1. Comments on Tax Status _____

2. Amount of Home Service Transfer Allowance Received at Headquarters _____

3. Amount of Home Service Transfer Allowance to be refunded _____

Signature _____

D. FOR ACTION BY CERTIFYING OFFICER:

General Ledger Account No.	Employee Account No.	Date of Last Recording	Debit	Credit	Checked by
140.5	_____	_____	_____	_____	_____
144.1	_____	_____	_____	_____	_____
144.2	_____	_____	_____	_____	_____
144.3	_____	_____	_____	_____	_____
144.5	_____	_____	_____	_____	_____

REMARKS _____

DATE FINAL CLEARANCE GRANTED _____

AUTHORIZED CERTIFYING OFFICER _____

E. (1) Reason Final Clearance not granted: _____

(2) Stop Payment Request submitted on _____

(3) Indebtedness Transferred to Account 148.0 _____ DATE _____

DATE _____

AUTHORIZED CERTIFYING OFFICER _____