

## Clearance Sheet



Peilapalap, Kolonia, Pohnpei State Government

### Instructions: (Local and Foreign Hire)

All questions must be filled and signed properly by the appropriate officials in order to complete the clearance process. All employees leaving the Pohnpei State Government must fill out this form completely and turn in any pending government property before they can receive their final salaries from payroll section.

Name of Employer: \_\_\_\_\_  
Duty Station: \_\_\_\_\_  
Depart Date: \_\_\_\_\_

Permanent ☒ or Others ☐  
Termination ☐

Termination Date: \_\_\_\_\_  
Type of Employment: \_\_\_\_\_

It is required that the above named employee report to and have his/her record cleared by the responsible officials for the activities listed below prior to departure from his/her present duty station. Description and amount of indebtedness outstanding must be explained in the Remark section.

Activities:	INDEBTED		Signature of responsible officials
	Yes	No	
1. Pohnpei State Equipment	<input checked="" type="radio"/>	<input type="radio"/>	
2. Shipment of Excess Household Goods and Personal Effects	<input type="radio"/>	<input type="radio"/>	Department/Office Head
3. Gov't Owned/Leased	<input type="radio"/>	<input type="radio"/>	Marino Eperiam, Supply & Proc.
4. Quarters/Buildings	<input type="radio"/>	<input type="radio"/>	
5. State Account Receivable Education, Recruitment Expense, and Travel Advances	<input type="radio"/>	<input type="radio"/>	Meryda Inos, Chief of PL&MD
			Moses Hespak Jr., Act. Chief of Finance
			Sihna N. Lawrence, Director, DOTA

Remarks:

To the best of my knowledge, there are no outstanding debts or obligations to local merchants or businesses or other activities as of this date, except: \_\_\_\_\_, if so, state \_\_\_\_\_ forwarding address \_\_\_\_\_

Employer's Name and Signature/Date \_\_\_\_\_