

**UNIVERSITY OF NEW MEXICO
SCHOOL OF MEDICINE
ACADEMIC AFFAIRS**

FACULTY CHECK- OUT LIST

Name: _____ Banner Id: _____

Department: _____ Last Working Day: _____

	Item	Department/Address	Contact	Phone	Authorized Signature
1.	Animal Protocols	Office of Animal Care and Compliance BMSB B-61H	Vicki White	2-0418	
2.	Laboratory Chemicals Schedule on-site appointment. If no chemicals, Dept. Chair can sign off	Safety and Risk Services	Pat Theuer	7-0316	
3.	IBC Protocols	Biohazard Compliance BMSB #B-83	Tim Muller	2-5993	
4.	Human Research Protocols	Human Research Protections Office/ HRRC BMSB #B-71	Front Desk	2-1129	
5.	Lab Space	Cleared & Inspected By Department	Dept. Chair		
6.	Exit Interview Not needed for Retirees.	Academic Affairs BMSB Room, 180	Call LaRee to schedule	2-8268	
7.	Your ID Card, Photo ID	Security/Hospital 1 st Floor Lobby	Security	2-1757	
8.	Radiation Badge	See Department Badge Coordinator	Dept.		
9.	HSC Key Return	Key Shop Ground Floor, BMSB, G-43	Tom	2-8402	
10.	Parking Permits/Fines	Parking Services 1621 Central Ave. NE	Parking	7-1938	
11.	UNM Insurance (Cobra). Not needed for Retirees.	HR Benefits Office, 1700 Lomas Blvd NE	Benefits	7-6947	
12.	ERB Retirement Fund (ERB only). Not needed for Working Retirees.	Payroll Department 1700 Lomas Blvd NE	Payroll	7-2353	
13.	Medical Records	UNMH 1 st floor (down the hall from the Gift Shop)	Gale	2-9029	

Prior to your final pay check being released, you **must** obtain signature authorization from all 18 departments listed on the check-out form.
Return the check out form to the Office of Academic Affairs, BMSB, Room 180. Please call 272-8268, if you have any questions.

**UNIVERSITY OF NEW MEXICO
SCHOOL OF MEDICINE
ACADEMIC AFFAIRS**

FACULTY CHECK- OUT LIST

14.	Medical Records (only if rotation or connection with CRTC)	UNMCC/Cancer Center (ground floor) 1201 Camino de Salud	Melissa	5-0136	
15.	Scrubs	UH-Linen or Central Supply	Margaret Christine	2-2107 2-5036	
16.	Equipment (Cell phone & Pagers)	Return to Department			
17.	Completion of Student Evaluations	Department			
18.	Overdue books, fines	Library-HSC	Info Desk	2-2311	

I understand that I will no longer have access to any UNM Hospital or HSC computer access including but not limited to Clinical Systems, Cerner Millennium and all other clinical applications after retirement/resignation date.

Faculty Members Signature

Date

The information requested below is needed to complete our files, as well as the Payroll Department's files for the purpose of forwarding your W-2 form and for the AAMC Faculty Roster file:

If future employment is on the faculty of another medical school:

Name of School: _____

Location: _____

If not faculty of another medical school, future employment (Private Practice, Foundation, etc.):

FORWARDING ADDRESS:

*****Notified HSC Library and UNM Hospitals of resignation/retirement.**

OAA Initial and Date

Prior to your final pay check being released, you **must** obtain signature authorization from all 18 departments listed on the check-out form.

Return the check out form to the Office of Academic Affairs, BMSB, Room 180. Please call 272-8268, if you have any questions.