

HPMI CHECKOUT LIST

NAME:	FORWARDING ADDRESS & EMAIL:	ADVISOR:	DATE DEPARTING:	
TASK		ADDITIONAL DETAILS	INITIAL*	DATE
Inform advisor of departure				
Turnover any projects in process. In additional details, indicate to whom the turnover was made. The person who is receiving the turnover should initial				
Project title:				
Project title:				
Project title:				
Turnover or dispose of any samples, chemicals or materials				
Return keys for the College of Engineering to Mr. Jim Horne				
Return keys for MRB to Mr. Frank Allen				
Check out with Stephanie Salters for administrative purposes				
Check out with Operations Director, Mr. Frank Allen				
Return lab notebooks to either your advisor or Frank Allen				
List any additional checkout requirements below (include other assignments such as lab manager duties or equipment manager duties):				

* Initial of the person with whom you are checking out with