



## STUDENT'S CLEARANCE FROM INDEBTEDNESS

NAME OF STUDENT	SOCIAL SECURITY NO.	MAIL FORWARDING ADDRESS	DATE
AFFILIATE NAME	STATION NO. 659	SERVICE, DIVISION AND SECTION Research & Education (11F)	

THE STUDENT IS (PLEASE CHECK)	THE STUDENT IS (Check one)	EFFECTIVE:
<input type="checkbox"/> BEING SEPARATED FROM VA	<input type="checkbox"/> VETERAN <input type="checkbox"/> NON-	

DEPARTMENTS/STAFF OFFICES	CLEARANCE OFFICIAL	ARTICLES	QTY.	UNIT COST	TOTAL COST
**VA Police & Security, x3334, <b>Bldg 12, (Quarters)</b>		<b>Car Decal</b>			
**Human Resources, x4501/4510, <b>Bldg. 21, Room 1A-109</b>		<b>ID Badge</b>			
**Facilities Mgmt., x3338, <b>Bldg 21, Rm BC-102</b>		<b>Keys</b>			
**Library, x2469, <b>Bldg 5, Rm 1029</b>					
**HIMS, <b>Bldg. 2, Room 5008</b>					
*Office Operations, x2500, <b>Bldg 1, Rm 101 (Mail Room)</b>					
**Research & Education, x4397, <b>Bldg. 42 Ground, Rm 125</b>		<b>Completed Learner's Perception Survey</b>			
**OI&T, x4844, <b>Bldg. 21, Room BB131, Ground Floor (Once cleared, please send to Research &amp; Education, 11F)</b>					

**Question:** During the course of your employment, did you become aware of, or did you observe any conduct or activity that could be considered questionable, unethical, or illegal at the Salisbury VAMC? If yes, please review attached CBIO memo.

SHORTAGES NOTED ON VOUCHER NO.	DATE OF VOUCHER
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**REMARKS**  
 \*Authorized employees may clear those activities for the employee by telephone, unless equipment, books, uniforms, etc. are charged to the employee; in these cases, personal clearance is required. The service chief, or designee, will sign the "Clearance Official" block on the VA Form 3248 and indicate "none" in "Articles" block if he/she clears employee.  
  
 \*\*It is mandatory that the separating student visits these locations.  
*This certifies that the above-named employee is not indebted to the Government except as noted.*

*INSTRUCTIONS: This form must be completed and presented to the Agent Cashier, Finance Division, before final payment will be released.*

SIGNATURE OF APPROVING OFFICIAL	DATE	INITIALS OF AGENT CASHIER	DATE	INDEBTEDNESS COLLECTED
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