



Department of Physics & Astronomy  
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## GRADUATE STUDENT SIGN OUT FORM

**To:** Professor Laszlo Mihaly, Director of Graduate Students

**From:** \_\_\_\_\_ (Graduating or Departing Student)

**Subject:** Return of office and laboratory keys, library books, and office clean out

**Date:** \_\_\_\_\_

**After having completed all requirements for my intended graduate degree or planning to leave for personal reasons, I have:**

**1) Removed all personal belongings from my office.**

\_\_\_\_\_  
Checked and signed by Richard Berscak, Building Manager (Room P-115)

**2) Returned all books to the Math/Physics/Astronomy Library (Room C-130)**

\_\_\_\_\_  
Checked and signed by Sherry Chang, or designated person in charge

**3) Returned my Exit Questionnaire to Pat Peiliker**

\_\_\_\_\_  
Checked and signed by Pat Peiliker (Room P-106)

**4) Returned office and laboratory keys to Sara Lutterbie**

\_\_\_\_\_  
Checked and signed by Sara Lutterbie (Room P-108)

**5) Returned SBU Faculty/Staff Parking Permit to Pat Peiliker**

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Checked and signed by either Pat Peiliker (Room P-106)