### FINAL CHECK-OUT SHEET

Please obtain the appropriate signatures and deposit this form with Melissa Barton within two weeks of completing the Final Oral Examination.

1) **ALL Keys (including building) returned:**
   - Mary Wood, 203 Chemistry

2) **WSU Library account cleared:**
   - Circulation Desk, Purdy/Kresge Library

3) **All copies of the thesis/dissertation accepted by the Graduate Division:**
   - Graduate School, PhD Office, 5057 Woodward

4) **Parking lot card returned and account cleared:**
   - Parking Authority, Room 257 Welcome Ctr

5) **Laboratory space & equipment in order:**
   - Advisor

6) **Close NMR:**
   - Bashar Ksebati, 43 Chemistry

7) **Gordon & Resource Scheduler:**
   - Nestor Ocampo, 21 Chemistry

8) **Paid Thesis Service Fee $75.00:**
   - Francine Owczarek, 231.2 Chemistry

9) **Graduate requirements satisfied:**
   - Melissa Barton, 273 Chemistry
   - (including final copy of thesis/dissertation and an original signed title page)

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**Forwarding Address:**

- **Home:**
  - Phone: area code _____  _______________ Email: _______________

- **Business:**
  - Phone: area code _____  _______________

**Prospective Employer and Job Title:**

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