# Final Salary Payment Report

Administrative Offset Procedures permit holding final paycheck and/or leave until accountable documents are returned.

## Employee Name

<table>
<thead>
<tr>
<th>SEPARATION DATE (LAST DAY OF PAY STATUS)</th>
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## Agency

<table>
<thead>
<tr>
<th>ORGANIZATIONAL UNIT</th>
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## Items Requiring Clearance Prior to Final Salary Payment

### 1. Transportation Requests

### 2. Identification Cards
- USDA Identification (AD-53)
- OFM/NFS User ID
- OTHER (SPECIFY)

### 3. Government Bills of Lading

### 4. Parking Permit

### 5. Driver's License (Government)

### 6. Credit Cards
- GASOLINE
- TELEPHONE
- VISA-TRAVEL
- VISA-PURCHASING
- OTHER (SPECIFY)

### 7. Other Accountable Documents (Specify)

### 8. Property

### 9. Funds
- TRAVEL ADVANCE
- FIELD PARTY ADVANCE
- IMPREST FUND ADVANCE
- COLLECTION OFFICER RECEIPTS
- OTHER (SPECIFY)

### 10. GAO Exception

### 11. Fiscal Liability

### 12. Service Agreements Fulfilled
- TRANSFER OF OFFICIAL STATION
- FIRST POST OF DUTY
- TRAINING

## Remarks:

### Leave Balances

- A/L
- S/L
- COMP TIME

### Employee
Do you wish to have an exit interview?  
- YES
- NO

Signature:  
Date:

**Certification:** I certify that the identified items have been checked against official records, except as noted, the above-named employee has properly accounted for each item. Action has been taken to revoke existing delegations of authority and any assignment under the Department’s position schedule bond.

### Items Being Certified

<table>
<thead>
<tr>
<th>SIGNATURE AND TITLE OF OFFICIAL MAKING CERTIFICATION</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
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<tr>
<td>Administrative</td>
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<tr>
<td>Finance</td>
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</tbody>
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AD-139 (USDA) (REV.5/2001)