

# Vendor Exit Clearance Form

Vendor Name

Company Name

Department

Date of Exit

Supervisor Name

Reason for Exit

Clearance Items

Item	Issued	Returned	Remarks
Access Card			
Company Laptop/Device			
Documents/Files			
Other			

Comments

Vendor Signature

\_\_\_\_\_

Date

Supervisor Signature

\_\_\_\_\_

Date

Admin/HR Signature

Date