



**UNIVERSITY OF MINES AND TECHNOLOGY (UMaT)  
FINANCE OFFICE**

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dept./Section/Unit: \_\_\_\_\_

**CLEARANCE CERTIFICATE**

The above named employee leaves/left the service of the University on the \_\_\_\_\_

All charges outstanding against him/her to date should be submitted to the Finance Office by the \_\_\_\_\_. Thereafter, no more credit should be allowed him/her.

If I do not hear from you by the \_\_\_\_\_, it will be assumed that there are no charges against the above named and any money due to him/her will be released. Should any charge be discovered against him/her, it will be your responsibility to obtain payment from him/her.

Please complete the part below and forward it to the Finance Officer on or before \_\_\_\_\_

\_\_\_\_\_  
**Finance Officer**

**Distribution:**

Head of Department	Payroll, Finance Office
Estate	Bookshop
Registry	Senior Staff Club
Library	Welfare Fund (TEWU/SSA-UoG/GAUA/UTAG)
Basic School	Provident Fund
Credit Union Association (CUA)	Non-Academic Staff Union (NASU)
Manager _____	Environmental Monitoring Laboratory
_____ Bank	Ghana Universities Staff Superannuation Scheme (GUSSS)

**FINANCE OFFICER**

I certify that Prof/Dr/Mr/Mrs/Miss/Ms \_\_\_\_\_ is/is not indebted to the Department/Section/Unit in the sum of GH¢ \_\_\_\_\_

*(If staff is indebted, please attach evidence or details of indebtedness to the form)*

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**Head of Dept/Section/Unit**