

STAFF EXIT CHECKLIST

Departments must complete this checklist to ensure all University property is returned before an employee leaves the campus. Complete and sign this checklist and send it to Human Resources when all property has been returned.

Please Print Clearly

Employee's Name: _____ Employee's ID #: _____

Department: _____ Last Day (date): _____

Before or on the employee's last day, ensure he/she has returned all University property.

Date	Initial	Items
_____	_____	All keys returned to Physical Plant Lockshop (Tom McInerney 6-2978)
_____	_____	Identification card returned to Human Resources
_____	_____	All manuals and other materials have been returned
_____	_____	All tools and equipment have been returned: Cell Phone, Blackberry, Laptop
_____	_____	Uniform(s) have been returned
_____	_____	Procurement credit card (ProCard) returned to purchasing
_____	_____	Corporate credit card returned to purchasing
_____	_____	Reimbursements owed/paid

Other (List):

_____	_____	University Parking Permit
_____	_____	Administrative Services Access Terminated (accessrequest@lists.pacific.edu)
_____	_____	Notify appropriate person to terminate system/account accesses if applicable
_____	_____	Pacific card Office (PacificCard@pacific.edu)
_____	_____	Telecommunications: Long Distance Code/Access/cell phone service

Sign and send this form to Human Resources when property has been returned and **BEFORE** the employee leaves the campus.

Supervisor's Name: _____

Please Print Clearly

Supervisor's Signature: _____ Date: _____

Department may wish to retain a copy of this document after it is completed.