



From: Name _____
Date: _____

To: **Robert O. Hardman II, Vice President**
Business and Finance

Subject: Classified and Non-Classified Exit Checklist

Before your last day of employment, please take care of the following and secure the signature of the person indicated or someone designated to sign in his or her absence.

1. Return the following to your immediate supervisor:
 - a. Keys to offices, buildings, files, vehicles etc.
 - b. Any materials belonging to the college
 - c. ID card

Supervisor

2. Inquire about any amounts owed to the college:
 - a. Outstanding tuition fees
 - b. Rent owed to the Housing Corporation
 - c. Parking Tickets

Cashier

3. Return the following to the Business Office:
 - a. Procurement card
 - b. Gasoline credit cards
 - c. Telephone Credit cards

P-Card Coordinator

4. Inquire about any outstanding amounts owed to the state.
 - a. Imprest funds for which you are responsible
 - b. Cash Advance settlements

Controller

5. Complete necessary forms at Payroll Office.
 - a. Insurance premiums

Payroll Officer

6. Verify that all computer access has been properly closed.
(Including e-mail)

Assoc. V.P. IT

7. Return all books, materials, etc. to College Library

Librarian

8. Provide forwarding address and phone number if available
Street _____
City _____ State _____ Zip _____
Phone _____

Please return the completed form to the
Office of Human Resources

Vice President of Business and Finance