TO:
FROM: Human Resources
DATE:
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 files, vehicles etc.
   b. Any materials belonging to the college
   c. ID card

_____
Supervisor

2. Return keys to buildings, offices, and grounds

_____
Director of Physical Plant

3. 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 Accountant

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

_____
Chief Technology Officer

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

_____
Librarian

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

_____
Executive Vice President of Business and Finance

Please return the completed form to the Office of Human Resources