



(HR-5/13)

TO: Robert O. Hardman, Vice President Business and Finance

FROM: _____

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, etc. _____ Supervisor
 - b. Any materials belonging to the college
 - c. ID Card

2. Return keys to offices, buildings, and grounds to the Physical Plant _____ Physical Plant

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

4. Return the following to the Business Office:
 - a. Procurement card _____ P-Card Coordinator
 - b. Gasoline credit cards
 - c. Telephone credit cards

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

6. Complete necessary forms at the Payroll Office _____ Payroll Officer
 - a. Insurance premiums

7. Verify that computer access and email have been closed. _____ IT Director
Return any checked out items.

8. Return all books, materials, etc. to the Library _____ Librarian

9. Return this form to the Office of Human Resources _____ Vice President of Business and Finance
After the above listed items have been completed

Forwarding Address:

Phone: _____
