STEPHEN F AUSTIN STATE UNIVERSITY

Departmental Checkout Form

For

Faculty, Staff, Retiree or Graduate Assistant

Upon Separation of Employment

Name: _____ Department: _____

Social Security: _____ Date of Termination/Leave/Transfer: _____

The following checkout procedure will help ensure that all business is completed at the end of an assignment. The checkout must be initiated by a department designee upon an employee leaving the University either through termination, transfer, retirement or extended leave. The employee should contact HR for an appointment, ext. 2304, to schedule the exit meeting in the last week but prior to their last day of employment.

The signature of the department official shown below will certify that these matters were performed on or before the last day of employment.

Department's Exit Duties:

_____ PAR – completed
_____ Ask employee to contact HR, ext. 2304 for an exit interview appointment
_____ Time sheet signed
_____ All travel vouchers and reimbursements submitted
_____ Keys collected
_____ Long Distance Phone card returned
_____ ProCard returned to Purchasing
_____ Equipment/tools/beepers returned

___ Uniforms returned
___ Gas card returned to Grounds/Transportation
___ Travel Credit card returned to Controller's office
___ Property Inventory processed (for acct. managers)

_____ Safety equipment returned

___ **Call Property Manager** (ext 4618) to check inventory list ***(REQUIRED)***

_____ **Administrative Account Disablement form** – found under Business forms on web

- Security Code cancelled (via Admin Acct. Disable Form with UPD)
- Email, computer access cancelled (via Admin Acct. Disable Form w/Telecommunications)
- Long distance code cancelled (via Admin. Acct. Disable Form with Telecommunications)

_____ _____

Department Official Signature – Date **Employee's Signature – Date**