

## CLASSIFIED EMPLOYEE EXIT/TERMINATION FORM

All Faculty and Staff members (full and part-time) who are terminating employment with the University are requested to have this form completed and returned to the Office of Human Resources prior to the date on which the last payroll check is to be drawn. A final payroll check cannot be issued until this form is returned to the Human Resources Office. Thank you for your cooperation.

Name \_\_\_\_\_ Termination Date \_\_\_\_\_

Title \_\_\_\_\_ Department/Division \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

1. The above named has returned all library documents.

\_\_\_\_\_  
(Director of Library) \_\_\_\_\_ Date

2. The above named does not owe the University any money and has turned in the State Liability Travel Card and the Brookshire's Grocery Card (if applicable).

\_\_\_\_\_  
(Comptroller - Cashier) \_\_\_\_\_ Date

3. The above named has returned all University property, including uniforms.

\_\_\_\_\_  
(Dean or Department Head) \_\_\_\_\_ Date

4. The above named has terminated user ID/Password Access with the Computing Center.

\_\_\_\_\_  
(Director of Computing Center) \_\_\_\_\_ Date

5. The above named does not owe the University for any outstanding parking tickets.

\_\_\_\_\_  
(University Traffic Office) \_\_\_\_\_ Date

6. The above named has turned in all University keys.

\_\_\_\_\_  
(Physical Plant) \_\_\_\_\_ Date

7. The above named has turned in the University Purchasing Card.

\_\_\_\_\_  
(Director of Purchasing) \_\_\_\_\_ Date

8. The above named has turned in the Faculty and Staff ID card.

\_\_\_\_\_  
(Human Resources Office) \_\_\_\_\_ Date