

## 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 the Director of Human Resources prior to or on their final day of employment.**

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

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

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

1. The above named has returned all library documents.

(Circulation Department-Prescott Library) \_\_\_\_\_ Date: \_\_\_\_\_

2. The above named has turned in all grade sheets (if applicable).

(Registrar) \_\_\_\_\_ Date: \_\_\_\_\_

3. 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) \_\_\_\_\_ Date: \_\_\_\_\_

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

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

5. The employee named above has turned in all University property, including copies of grade reports and materials. If applicable, above named employee has completed all employment obligations, and has vacated office space.

(Dean or Division Head) \_\_\_\_\_ Date: \_\_\_\_\_

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

(Physical Plant, 1100 Hull Street, South Campus) \_\_\_\_\_ Date: \_\_\_\_\_

7. The above named has returned all lab books and relevant documentation (if applicable).

(Office of Technology Transfer) \_\_\_\_\_ Date: \_\_\_\_\_

8. The above named has cleared all issues related to sponsored research projects (if applicable).

(Office of University Research) \_\_\_\_\_ Date: \_\_\_\_\_

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

(University Police Department) \_\_\_\_\_ Date: \_\_\_\_\_

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

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

11. The above named has turned in the Faculty/Staff I.D. Card.

(Director of Human Resources) \_\_\_\_\_ Date: \_\_\_\_\_