



Appropriate Administrators (staff & MPP) and Department Chairs (faculty) are responsible for ensuring employees complete University property clearance and separation procedures. Please complete and forward this checklist to Payroll Services CP-700.

Employee Name _____	Campus Wide ID _____	Date of Separation _____
Department _____	Reporting Unit # _____	Last Day Physically Worked _____

1. Employee has completed the online Separation Form: _____ Date Completed _____
Attach copy of email confirmation to separation/property clearance checklist.
2. All University equipment and resources have been collected: _____ Date Completed _____
Please check all that apply:

<input type="checkbox"/> Procurement Card	<input type="checkbox"/> Titan Card	<input type="checkbox"/> American Express	<input type="checkbox"/> Parking Permit
<input type="checkbox"/> Cellular Phone	<input type="checkbox"/> Pager	<input type="checkbox"/> Blackberry	<input type="checkbox"/> Laptop
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Special Accommodation Equipment	<input type="checkbox"/> Rec Sports Membership	
<input type="checkbox"/> Others (Please Specify) _____			
3. University Police have confirmed keys have been returned: ☐ NA Date Completed _____
Attach a copy of confirmation to separation/property clearance checklist.
4. Financial Services, Contracts & Procurement, and Payroll have confirmed the employee has no outstanding:
a) Accounts Receivable b) Travel Advances c) Moving/Relocation obligations ☐ Yes ☐ NA
5. Reconciliation of all procurement card charges have been completed: ☐ eBusiness/Contracts & Procurement p-card
☐ Auxiliary Services Corporation p-card ☐ Philanthropic Foundation p-card
6. Inventory and transfer custody of petty cash fund and negotiable assets such as permits, tokens, tickets, and check stock is complete: ☐ Yes ☐ NA
7. Employee Fee Waiver: HR Services has confirmed fee waiver eligibility status for the employee or eligible dependents: ☐ Yes ☐ NA
8. The University Library has been notified of the employee separation and has confirmed the status of outstanding library materials: ☐ Yes ☐ NA

Conflict of Interest Reporting Form - HR-Operations (Ext. 2186) has been contacted to determine if employee is required to complete Form 700, prior to physically leaving the University: ☐ NA ☐ Yes ☐ No
If No, please contact HR.
9. Notice has been provided to various committees and teams (i.e. disaster recovery/emergency preparedness, building marshal, etc): ☐ Yes ☐ NA
10. Employee's personal items have been removed from the University: ☐ Yes
11. Employee's current address for W-2 purposes has been verified: ☐ Yes
12. Notice of Separation (NOS) is complete: _____ Date Completed _____

By signing below, I hereby attest the above information is true and correct:

Appropriate Administrator Name _____	Appropriate Administrator Signature _____	Date _____
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