### Employee Separation & Property Clearance Checklist

**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.**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Campus Wide ID</th>
<th>Date of Separation</th>
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<tr>
<th>Department</th>
<th>Reporting Unit #</th>
<th>Last Day Physically Worked</th>
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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:
     - [ ] Procurement Card
     - [ ] Titan Card
     - [ ] American Express
     - [ ] Parking Permit
     - [ ] Cellular Phone
     - [ ] Pager
     - [ ] Blackberry
     - [ ] Laptop
     - [ ] Calling Card
     - [ ] Special Accommodation Equipment
     - [ ] Rec Sports Membership
     - [ ] 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

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

<table>
<thead>
<tr>
<th>Appropriate Administrator Name</th>
<th>Appropriate Administrator Signature</th>
<th>Date</th>
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