STEPHEN F AUSTIN STATE UNIVERSITY

Departmental Checkout Form

For
Faculty, Staff, Retiree or Graduate Assistant
Upon Separation of Employment

Name: ___________________________ Department: _____________________________
Campus ID: ____________________ 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:

- □ EPAF submitted
- □ Exit interview scheduled
- □ All travel vouchers and reimbursements submitted
- □ Keys collected
- □ Uniforms returned
- □ Long Distance Phone card returned
- □ Gas card returned to Grounds/Transportation
- □ ProCard returned to Purchasing
- □ Travel card (T-Card) returned to Controller's office
- □ Equipment/tools/beepers returned
- □ Safety equipment returned Property Inventory processed (for acct. managers)
- □ All proxy records have been removed
- □ Time and leave records entered into TimeClockPlus (if applicable)
- □ Call Property Manager (ext 4618) to check inventory list (REQUIRED)
- □ Externally Funded project computer files, research data files, reports, and other pertinent records transferred to the department (call ORSP ext 6606)

______________________________                            ______________________
Department Official Signature – Date                            Employee Signature – Date

Please forward this completed form to Human Resources for the employee’s personnel file, P. O. Box 13039, fax 1104.