

FACULTY/STAFF CHECK-OUT SHEET

Name: _____ Department: _____

Retirement/Resignation/Termination Date: _____

Section One: To insure completion of college related business, please check out with your supervisor.

OFFICE	PURPOSE	SIGNATURE/DATE
Department Supervisor	<ul style="list-style-type: none"> • Collect department property, including college data in hardcopy or electronically stored on a home personal computer and/or peripheral storage devices. • Verify Submission of grades if applicable • Collect keys • Collect I.D. Badge • Collect College issued equipment • Provide Voluntary Exit Interview Form • Submit Check-Out Sheet with Section One completed to Human Resources, mgarcia707@delmar.edu 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Section Two: To be completed by Human Resources.

Human Resources	<ul style="list-style-type: none"> • Conduct Voluntary Exit Interview if applicable 	<hr/>
Business Office (HR will call) (1269)	<ul style="list-style-type: none"> • Work Order clearance • Travel Advances 	<hr/>
Computing Services (HR will email help desk)	<ul style="list-style-type: none"> • Remove passwords/ systems access 	<hr/>
Payroll Office	<ul style="list-style-type: none"> • Final Disbursement • Stop Direct Deposit 	<hr/>