

## 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"> <li>• Collect department property, including college data in hardcopy or electronically stored on a home personal computer and/or peripheral storage devices.</li> <li>• Verify Submission of grades if applicable</li> <li>• Collect keys</li> <li>• Collect I.D. Badge</li> <li>• Collect College issued equipment</li> <li>• Provide Voluntary Exit Interview Form</li> <li>• Submit Check-Out Sheet with Section One completed to Human Resources, mgarcia707@delmar.edu</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Section Two: To be completed by Human Resources.**

Human Resources	<ul style="list-style-type: none"> <li>• Conduct Voluntary Exit Interview if applicable</li> </ul>	<hr/>
Business Office <b>(HR will call) (1733)</b>	<ul style="list-style-type: none"> <li>• Work Order clearance</li> <li>• Travel Advances</li> </ul>	<hr/>
Computing Services <b>(HR will email help desk)</b>	<ul style="list-style-type: none"> <li>• Remove passwords/ systems access</li> </ul>	<hr/>
Payroll Office	<ul style="list-style-type: none"> <li>• Final Disbursement</li> <li>• Stop Direct Deposit</li> </ul>	<hr/>