The Supervisor with the Employee should obtain signatures when possible before the termination date. All signatures must be obtained before final pay-out check is issued.

Employee Name ________________________________  Last Work Day ________________

☐ Loans or petty cash due to the College have been paid back.
☐ Purchase Cards have been returned.
☐ Security cards, codes, and ID Cards have been collected or canceled.
☐ Keys have been returned to Fiscal Services Office.
☐ Keys to Satellite sites have been turned in if applicable.
☐ Purchasing/Credit cards have been returned.
☐ Travel advances have been settled.

______________________________________________  Fiscal Services Department Signature

☐ Telephone system password has been removed.
☐ Name removed from Telephone List
☐ Cell phones and other communication equipment have been returned to the College.
☐ Computer password removed.
☐ Computer equipment & software has been returned.

______________________________________________  Information Technology Department Signature

☐ Insurance information processed.
☐ Final payroll information has been received and processed.
☐ Tuition waivers for employee and/or family have been canceled.

______________________________________________  Payroll Signature

☐ Keys for desks, files, or other equipment have been returned.
☐ College supplies, materials, including material taken home, etc. have been returned.
☐ College property/equipment, including property/equipment taken home, has been turned in.
☐ Other ________________________________

______________________________________________  Supervisor’s Signature

☐ Personnel Action Notice completed by Supervisor.
☐ Exit Interview completed (Optional).

______________________________________________  Human Resource Signature

I certify that I have returned all TATC property and any Satellite property to its proper department.

______________________________________________  Employee’s Signature