



Tooele Applied Technology College Employee Exit Action Form

**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