



Please complete this check-out procedure and submit it to Employee Services. This form will be filed in your personal file.

Employee Name:	Signature & Date
New Address (If Applicable)	
1. Immediate Supervisor	
<input type="checkbox"/> Clear all work assignments; organize digital and hard files. Move all institutional files to the BlackBoard Shared drive.	
<input type="checkbox"/> Turn in department specific keys (file cabinets, etc.) and a list of student issued keys.	
Leave VCSU account active until: _____ (mm/dd/yyyy)	
Is employee applying for emeritus status? (per policy V430.02) <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Library (Library Director)	
<input type="checkbox"/> Return all checked-out materials	
3. IT (Help Desk and Access)	
<input type="checkbox"/> Update Directory and Deactivate Access	
<input type="checkbox"/> Return all Hardware and Software	
<input type="checkbox"/> Telecom	
4. Facilities Services (Office Manager)	
<input type="checkbox"/> Turn in all keys to university building and office	
5. Business Office (Controller)	
<input type="checkbox"/> Clear all accounts	
<input type="checkbox"/> Purchase Card	
<input type="checkbox"/> Mailbox Keys	
<input type="checkbox"/> Inactive PeopleSoft Security	
6. Employee Services (Director of Human Resources)	
<input type="checkbox"/> Resignation Letter	

Return this form to the Employee Services Office when completed.