



## EQUIPMENT CHECKOUT/EMPLOYMENT EXIT CHECKLIST

EMPLOYEE NAME: \_\_\_\_\_ (PLEASE PRINT)

- Exit Interview Completed/Date: \_\_\_\_\_
- Return Keys
- Return Computer/Laptop
- Return Security Key Card
- Return Operations Guide
- Return Training Materials
- Discontinue Email Access
- Process Last Check
- Other: \_\_\_\_\_

**Note:**

***The actual costs of these items shall be deducted from your final paycheck if not returned at the time of your resignation.***

**Signatures**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_

Date: \_\_\_\_\_