

Your Responsibilities During the Exit Process

Name: _____

Please have a staff member in each of the functions listed below sign this form to indicate that you have returned the item(s) listed or that you had no items belonging to the function.

Please sign the form and return it to the Human Resources Office, Bush Hall Room 103, once it has been completed.

PLEASE NOTE THAT REGULATIONS PROHIBIT RELEASE OF YOUR FINAL PAYCHECK UNTIL THIS FORM IS COMPLETED AND RETURNED.

ITEM/FUNCTION	SIGNATURE
Computer Information Systems (PC's, software, Passwords, telephone bills, pin numbers)	_____
University Police (keys, parking fines)	_____
Library (books, materials, equipment)	_____
Athletic Department (equipment)	_____
Accounts Payable (travel advances)	_____
Purchasing Department (Citibank P Card) (Travel Card Citibank)	_____ _____
Department/Functional Supervisor (tools, materials, equipment) <i>Supervisor must also complete employee departure form on CIS web site.</i>	_____
Human Resources Office (I.D. card, outstanding CADI and College Foundation Loans)	_____

I have returned all items belonging to SUNY Delhi and paid any and all fines, bills and/or advances due from me. I have received and reviewed the information provided to me concerning my privileges, benefits and responsibilities, including Revolving Door Restrictions.

Signature

Date