

## **NEO A&M COLLEGE EXIT CHECK LIST**

Termi	nation Date:	
Supervisor/Dept. Chair/[	Director:	
departure from NEO. The supervisor cases where the separating employ sure its completion and notification	or should provide this for yee is not able to complet n of the appropriate depa	m to the separating e the form, the
AREA/ITEM(S) OF CLEARANCE	COMPLETED YES/NO	DEPT. INITIALS
EPAF of Separation		
Uniforms		
Building & Office Keys		
Student Records		
Terminate access to outside state affiliations		
Professional Items- (textbook, instructor's manuals, teaching aids, grade books, software, printers, etc.)		
Bookstore		
Library Materials (Books & Videos)		
Computers, Printers, Software, & Related Equipment (e.g., Power Supply & Case)		
Credit Cards- (P Card)		
Banner Balance		
ID Card		
Exit Interview		
Resignation Letter		
Timesheet/Leave Report Submitted		
Gold Key Deleted		
Termination EPAF Completed		
Annual/Comp. Payout		
Signature		Date
Signature		 Date
	Supervisor/Dept. Chair/Ethe separating employee and super departure from NEO. The supervisor cases where the separating employee are its completion and notification bmitted to the Human Resource Off AREA/ITEM(S) OF CLEARANCE EPAF of Separation Uniforms  Building & Office Keys  Student Records  Terminate access to outside state affiliations  Professional Items- (textbook, instructor's manuals, teaching aids, grade books, software, printers, etc.)  Bookstore  Library Materials (Books & Videos)  Computers, Printers, Software, & Related Equipment (e.g., Power Supply & Case)  Credit Cards- (P Card)  Banner Balance  ID Card  Exit Interview  Resignation Letter  Timesheet/Leave Report Submitted  Gold Key Deleted  Termination EPAF Completed  Annual/Comp. Payout	Supervisor/Dept. Chair/Director:  the separating employee and supervisor, department chair, of departure from NEO. The supervisor should provide this form cases where the separating employee is not able to complete sure its completion and notification of the appropriate department of the Human Resource Office upon completion.  AREA/ITEM(S) OF CLEARANCE COMPLETED YES/NO EPAF of Separation Uniforms Building & Office Keys  Student Records  Terminate access to outside state affiliations Professional Items- (textbook, instructor's manuals, teaching aids, grade books, software, printers, etc.) Bookstore Library Materials (Books & Videos)  Computers, Printers, Software, & Related Equipment (e.g., Power Supply & Case) Credit Cards- (P Card)  Banner Balance ID Card Exit Interview Resignation Letter Timesheet/Leave Report Submitted Gold Key Deleted Termination EPAF Completed Annual/Comp. Payout