



NEO A&M COLLEGE EXIT CHECK LIST

Employee: _____ Termination Date: _____

Dept.: _____ Supervisor/Dept. Chair/Director: _____

This form is to be completed by the separating employee and supervisor, department chair, director or assigned designee prior to an employee's departure from NEO. The supervisor should provide this form to the separating employee prior to exiting. In cases where the separating employee is not able to complete the form, the appropriate supervisor shall ensure its completion and notify the appropriate departments. The form shall be submitted to the Human Resource Office upon completion.

DEPARTMENTS	AREA/ITEM(S) OF CLEARANCE	COMPLETED YES/NO	DEPT. INITIALS
Supervisor	EPAF of Separation		
Supervisor	Uniforms		
Supervisor/ Dept. Chair	Building & Office Keys		
Supervisor/ Dept. Chair	Student Records		
Supervisor/ Dept. Chair	Terminate access to outside state affiliations		
Dept. Chair	Professional Items- (textbook, instructor's manuals, teaching aids, grade books, software, printers, etc.)		
Bookstore- Manager	Bookstore		
Learning Resource Center- LRC Director	Library Materials (Books & Videos)		
IT Department- IT Director	Computers, Printers, Software, & Related Equipment (e.g., Power Supply & Case)		
Business Office- Purchasing Clerk	Credit Cards- (P Card)		
Business Office- Cashier	Banner Balance		
HR Dept.	ID Card		
HR Dept.	Exit Interview		
HR Dept.	Resignation Letter		
HR Dept.	Timesheet/Leave Report Submitted		
HR Dept. (IT ticket)	Gold Key Deleted		
HR Dept.	Termination EPAF Completed		
HR Dept.	Annual/Comp. Payout		

Employee: _____
Print
Signature
Date

Supervisor: _____
Print
Signature
Date