



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 notification of the appropriate departments. The form shall be submitted to the Human Resource Office upon completion.

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

Employee: _____

Print
Signature
Date

Supervisor: _____

Print
Signature
Date