

NMSU Departure Checklist

Termination/Transfer/Retirement/Leave of Absence/Sabbatical

EMPLOYEE:

Keys (should be turned in) -

- Desk/Filing Cabinets/Lockers/Mail Box/Vehicles
- Office/Department/Building access
- Petty Cash Box
- Alarm System
- Other (please identify): _____

Yes	No*	N/A

Credit Cards (should be turned in) -

- Diner's Club/American Express
- Gasoline/Fuel Card
- Procurement Card
- Telephone Calling Card
- Other (please identify): _____

Yes	No*	N/A

Inventory/Property (should be accounted for/turned in) -

- Office furniture and equipment
- Shop equipment/tools
- Equipment at home - computers, printers, modems, etc.
- Laptop computers
- Documentation/Manuals - software manuals, procedure manuals, etc.
- Cellular Telephones/Pagers/Two-way Radios
- Respirators and other reusable Personal Protective Equipment
- Other (please identify): _____

Yes	No*	N/A

Classroom/Research materials and equipment -

- Library books returned
- Desk copies of textbooks and other classroom materials returned to department
- Audio/visual equipment returned
- Student records turned in - tests, grades, incomplete forms, etc.
- Lab supplies/work in progress identified and inventoried/turned in
- Hazardous materials transferred to authorized department personnel/Safety Office
- Other (please identify): _____

Yes	No*	N/A

Outstanding Amounts Owed (should be paid) -

- Misc. Accounts Receivable (statement sent from Business Office)
- Personal Telephone/Fax/Cellular/Credit Card calls, copies, etc.
- Library Fines
- Parking Fines
- Amounts owed to Employee Health Center

Yes	No*	N/A

Payroll/Personnel -

- Check Release Form/Mail Forwarding Address on file with department
- Timesheet Prepared/Signed
- Annual/Sick Leave Forms submitted
- Retirement records in order - rollovers, transfers, withdrawals of contributions, etc.
- Arrangements to pay insurance premiums

Yes	No*	N/A

