



## ST. THOMAS AQUINAS CATHOLIC SCHOOLS

## EXIT CHECKLIST

<b>NAME</b>		
<b>DEPARTMENT/ SCHOOL</b>		
<b>SUPERVISOR</b>		
<b>DATE</b>		
	<b>Provided to Employee? Yes/No</b>	<b>Date Returned</b>
<b>Keys</b>		
<b>Purchasing Card</b>		
<b>Division Equipment</b>		
Computer		
Laptop		
Printer		
PDA		
Cell Phone/Charger		
Printed Materials/Files		
Software Programs		
Vehicle		
Tools		
Electronic Data		
<b>Other</b>		

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**Supervisor Signature**


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**Date**


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**Employee Signature**
**COMPLETE THIS SECTION FOR EMPLOYEE DEPARTURE ONLY**

1. Provide Payroll with any pertinent information regarding outstanding absences or salary adjustments that may be due to the employee.
2. Ensure that the above noted items are returned to the proper department.
3. Contact the Technology Department to ensure that Division network access is removed, and that all Division e-mail accounts are terminated. In addition, ensure that voice mail access is removed as of date of departure.
4. Ensure that any outside agency contacts are informed of new Division contacts and that any Division sponsored memberships are terminated.
5. Payroll: Final Payment Verified and Issued.

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 Name – Please Print

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 Signature