

Exit Procedures Form

All exiting employees are required to complete this form and submit it to their division/department administrator prior to the last work day. Items listed on this form must include all items documented by the immediate supervisor and division/department administrator.

Employee Name: _____

G#: _____

Position: _____

Dept/Campus: _____

Please complete Part I and II.

Part I: Items (return to appropriate division/department)	Specify Item(s) that you Returned	Date Returned	Immediate Supervisor/Dept Admin Initials
District Office District Procurement Card			
Learning Center: VCRs, tapes, monitors, manuals, other materials			
Library: Books, periodicals, videos, other materials			
Security Office: College and District keys, Badge ID, parking permit, Emergency Card			
Division Office: Computer disks, laptop, reports, other work materials			
Admissions Office: Final Grade Forms Student Attendance Forms			
Part II: Forms (submit all completed forms to division/department administrator)	Dates Completed	Return to	Immediate Supervisor/Dept Admin Initials
Complete Resignation-Retirement Form		Div/dept Admin.	
Complete current month absence affidavit		Div/dept Admin.	
Complete timesheet for accumulated overtime and compensatory time (classified employees only)		Div/dept Admin.	

Signatures below confirm that all items have been returned and all forms have been completed and submitted.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____ **Ext:** _____

Distribution: Orig to Div/Dept mgr for routing to Office of Human Resources. Copy to Employee.