



**BISHOP STATE COMMUNITY COLLEGE
EXIT CHECKLIST/CLEARANCE FOR FINAL PAYCHECK**

This form must be completed and returned to the Human Resources Office.

Employee's Name: _____

Job Title: _____ Budget #: _____

Employment Date: _____ Last Date Worked: _____

Type of Termination: Retirement _____ Resignation _____ Dismissal _____

Employee Has Returned: **Disclosed ALL Passwords** _____

Keys _____

Instructional Materials _____

ID Badge _____

Parking Hangtag _____

Customer Property (Technical Shops) _____

Other College Property _____

Is employee a Budget Manager? _____ Yes _____ No

If **Yes**, the supervisor must attach a signed copy of the inventory form indicating that all property assigned to the employee is verified to be in place.

Supervisor's Report/Statement:

(Supervisor should note if employee has personal items they are removing from premises.)

Employee's Report/Statement if Applicable:

I affirm all College property for which I am responsible has been returned.

Signed: _____ Date _____

Employee _____ Date _____

Supervisor _____ Date _____

Human Resources: PEEHIP Portal _____ Notification List _____

c: Payroll Office
Financial Services