

OFFICE OF HUMAN RESOURCES
EXIT PROPERTY CLEARANCE CHECKLIST
For Employees Separating from Employment
 (This is a two-sided form)

All Employees separating from employment with Howard University are required to return all University property issued to them and to settle all accounts and funds owed on or before their date of separation. Access to all e-mail accounts, phones, etc., will be terminated by ETS upon authorization from the respective Department manager/supervisor for voluntary separations and from the Office of Human Resources for involuntary separations. This may take place sooner at management's discretion. ***Return this completed and fully signed form to the Department of Employee Relations, 2244 10th Street, N.W, Suite 413, on your last day of employment. This will assure expeditious processing and release of last checks owed to you. The manager/supervisor must return all collected property to the respective issuing Departments.***

Please print except where a signature is required.

SEPARATION DATE: _____

EMPLOYEE'S NAME: _____

TITLE: _____ DEPARTMENT _____

EMPLOYEE: Obtain clearance from the proper source for those items issued to you.

SUPERVISOR or PROGRAM MANAGER: Please place an "X" in the appropriate box to note whether the employee was issued the designated item. Your signature denotes your receipt of same from the employee and appropriate dispensation of same.

ITEMS	YES	NO	SIGNATURE OF SUPERVISOR, PROGRAM MANAGER AND DATE
Building keycards/access cards/keys			
Cell phones, pager			
Computer access code/password			Enter code/password:
Computer accessory equipment—flash drives, CDs, floppies			
Credit cards, purchasing cards, etc.			
Funds owed, i.e., salary overpayments, personal phone call charges, parking tickets, advances, fines, tuition fees, other fees, etc.			
Lab equipment and supplies			

Library books and materials			
Office, file, desk and cabinet keys			
Parking permits (including ALL Lots Passes)			
PCs – Laptops/PDA Devices			
Telephone long distance code	Enter long distance code:		
Tools and other facilities work equipment			
Vehicle keys/equipment			
Uniforms			
University ID Card			

I certify that all items issued during employment have been returned and all monies owed have been paid. Further, all representations made to any Manager/Supervisor or other University Official regarding the return of property and proper disposition thereof are true and correct.

EMPLOYEE'S SIGNATURE: _____ DATE _____

PERSONAL EMAIL ADDRESS: _____

FOR MANAGERS/SUPERVISORS ONLY:

PLEASE CHECK THAT THE FOLLOWING HAS BEEN DONE:
 _____ TERMINATED ACCESS TO AND REMOVED NAMES FROM E-MAILS, PEOPLESOFT,
 BANNER, TELEPHONES AND OTHER SYSTEMS
 (CONTACT: **HOWARD HALL – HOWARD.HALL@HOWARD.EDU**)
 _____ CHECKED WITH CONTROLLER'S OFFICE REGARDING OUTSTANDING CREDIT
 CARD BALANCES (CONTACT: **LINDA COLES ON 202-806-2365**)
 _____ CHECKED WITH MATERIALS MANAGEMENT REGARDING OUTSTANDING
 PURCHASING CARD BALANCES (CONTACT: **MONA BERNARD ON 202-865-4232**)

MANAGER/SUPERVISOR SIGNATURE _____ DATE _____

REMINDER: TERMINATION ACCESS FOR INVOLUNTARY SEPARATIONS IS PROCESSED BY THE OFFICE OF HUMAN RESOURCES, DEPARTMENT OF EMPLOYEE RELATIONS ON 202-806-1171.