Vandalia RENTAL

Employee Termination Checklist
(To be completed by employee's direct supervisor.)

Employee Information

Name: _____   Employee #: _____

Location: _____   Last Date of Employment: _____

Items to be Collected (please mark items returned; leave BLANK if not applicable):

___	Cellphone (and ALL Accessories)	___	Laptop
___	Notepad / iPad	___	Mobile Hotspot
___	All Device Accounts Logged Out (i.e. iTunes / iCloud)	___	Device Lock Passwords Removed
___	Uniforms	___	Keys (i.e. Building/Vehicle)
___	Company Vehicle	___	Promotional Items
___	Credit Card		

Access to be Terminated (leave BLANK if not applicable):

___	Microsoft 365	___	RentalMan
___	Vizion / Targit	___	Telematics (GPS)
___	Salesforce	___	Paylocity
___	Certify		90.i.o
			Other:

Left Click "Submit Email" Button to attach and send completed form.