

Employee: _____ Last Day Worked: _____

Title: _____ Date Completed: _____

Department: _____

Prior to an employee's last day of employment at the university, please review the following checklist to ensure that all applicable university property has been collected. The employee as well as the Department Head must sign this document to verify that all property has been turned in.

- ☐ Letter of resignation
- ☐ Confirm balance of remaining vacation days with key contact if applicable Employee/NUID
- ☐ Keys (i.e., suite, office, automobile)
- ☐ Access cards
- ☐ Return American Express corporate card to Accounts Payable or send an email to Accounts Payable requesting that your corporate card be cancelled
- ☐ Reconcile and submit all outstanding expenses/corporate card charges via the Concur T&E system
- ☐ Equipment (i.e., cell phone, laptop)
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Files, documents, emails have been provided to supervisor / colleague
- ☐ University property (i.e., books, Procard purchases, tools, uniforms, etc.)
- ☐ Exit interview: contact department head, key contact, or HR Consultant (this is optional; at the request of the individual leaving)
- ☐ Refer Benefits Questions to HRM (university retiree, health insurance, etc.)
- ☐ Forward voicemail and telephone password to supervisor
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

I, _____, have returned all items belonging to Northeastern University.
Faculty / Staff Member's Printed Name

Faculty / Staff Member Signature

Date

Department Head Signature

Date