

## Termination Form

### TERMINATION

Employee: \_\_\_\_\_ Time & Date to Turn Off Accounts: \_\_\_\_\_

#### Disable Access (check all that apply)

Computer LogIn:	<input type="checkbox"/>	<div style="border: 1px solid red; padding: 2px; color: red;">C - AD account not removed</div>	il:	<input type="checkbox"/>	In/Out Board:	<input type="checkbox"/>
eLeap	<input type="checkbox"/>		co University:	<input type="checkbox"/>	Center of Excellence:	<input type="checkbox"/>
Quotewerks:	<input type="checkbox"/>		RentMaster:	<input type="checkbox"/>	SAP:	<input type="checkbox"/>
ESS:	<input type="checkbox"/>		Materials Helpdesk:	<input type="checkbox"/>	Equipment Helpdesk:	<input type="checkbox"/>
OMS+	<input type="checkbox"/>					

Forward Desk Phone Number to: \_\_\_\_\_

Forward cell phone #: \_\_\_\_\_ Forward H Drive to: \_\_\_\_\_

Grant email access to: \_\_\_\_\_

#### Equipment to be Returned (check all that apply)

Docking Station:	<input type="checkbox"/>	Extra A/C Adapter:	<input type="checkbox"/>	Monitor:	<input type="checkbox"/>
External USB Drive:	<input type="checkbox"/>	Keyboard:	<input type="checkbox"/>	Mouse:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	Cellphone:	<input type="checkbox"/>	Cell Phone Car Adapter:	<input type="checkbox"/>

#### Special IT Needs / Notes

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### SIGN OFF

Manager: \_\_\_\_\_ Help Desk: \_\_\_\_\_

Ergon: \_\_\_\_\_ Marketing: \_\_\_\_\_

Accounting: \_\_\_\_\_

## Gloria R. Lamb

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**From:** Gloria R. Lamb <Gloria.Lamb@crafco.com>  
**Sent:** Tuesday, November 2, 2021 3:23 PM  
**To:** accountmanagers  
**Subject:** Wylie Tilson

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Please disable Wylie Tilson's accounts ASAP as of today. Thank you for your attention to this matter.

**Gloria R. Lamb**  
**IT Director**

Office/Site: 480-505-8040  
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Mobile: 480-259-7134  
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email: [Gloria.Lamb@crafco.com](mailto:Gloria.Lamb@crafco.com)

B - Timely not ensured,  
AD still open

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