

## EMPLOYEE SEPARATION CHECKLIST

This Checklist should be used to ensure return of all University property and resolution of outstanding financial obligations, if any. Return of all University property is the responsibility of the supervisor. When all items have been returned/addressed satisfactorily, both the Manager and Employee should sign the form and the Manager should send the form to Human Resources for placement in the Employee's file.

EXIT RESPONSIBILITIES	EMPLOYEE	MANAGER
<b>Electronic Devices and Accessories</b>	Return to Dept.	Contact the technical support for your department if devices needs to be wiped before assigning to another employee.
<b>CDs, Flash drives with BSU data, or other University owned items</b>	Return to Dept.	Address with Employee, ensure return of data.
<b>Keys (Building keys, internal keys, keys to files, keys to desk)</b>	Return to Dept.	Return to FOAM or instruct Employee to return to FOAM and notify FOAM of pending exit.
<b>P-Card</b>	Return to Dept.	Request to close the card by completing the <a href="#">LCID BB 6/13/16</a>

My signature signifies that all Boise State University property has been returned and any financial obligations settled.

**Employee Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ Updated 8/2021