



EMPLOYEE SEPARATION PROPERTY CLEARANCE CHECKLIST

All University property must be returned on or before the last day of work. The immediate supervisor or Department HR Liaison must initiate this form and collect the University property returned by the employee. Upon completion, this form must be signed by both the employee and official receiving the listed items. **A copy of the form should be given to the employee for their records and the original kept in the department for 3 years.**

STATEMENT OF RECEIPT

I. Employee Information

G#:	Name (Last, First, MI):	Department:
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II. Notify departments and return equipment

- Notify Departmental liaison to terminate Banner access
- Notify Telecommunications to deactivate voice-mail
- Office/Building Keys (return to Key Control)
- Collect any special ID, etc. granting access to restricted areas
- Notify GMU Police to end building access
- Cancel Purchase Card: See [Purchase Card Maintenance form](#)
- Travel Card (return to Travel Office)
- Calling card (return to Telecom)
- Gas Cards (return to Motorpool)
- Uniforms
- University-owned computers, cellular phones, tools and other property (attach an itemized list of all returned property)
- Other (please explain in detail and itemize)

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III. Signatures and Dates

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Employee Signature	Date of Receipt
Signature of Official Receiving Items	Date of Receipt
Printed Name & Title	