All terminating staff and faculty must return all University property and equipment to the issuing department prior to their last working day. Present this checklist to the applicable department for verification that items were issued and returned or that none were issued. Your final pay will be in the form of a check and issued no later than the next normal pay period. The completed checklist should be returned to the Records Office, Room 220, Crawford Hall. Should an employee fail to return any property or to pay all debts to the University, the University will be permitted to deduct from the employee’s final paycheck an amount equal to the debts owed to the university, an amount equal to the reasonable value of the property not returned, or both. (If you have any questions call 368-3270).

Supervisory Responsibility:
- Remove access to all internal department systems (i.e. local systems, networks, servers that are controlled by the department) that are not under the control of central ITS.
- If the terminated employee holds email records which are subject to Document Retention per the email retention policy (http://www.case.edu/its/policy/email_retention.html) it is the supervisor’s responsibility to collect any pertinent email from the terminated employee before they depart.
- Email to Access Services at access@case.edu to verify deactivation of ID card (i.e. building and office access).
- Notify telephone services by email, adphone@case.edu, that the employee stated above is no longer with the university. The assigned phone should be put in the name of the department or if you hire a replacement their name. Request the voice mail message be reset to the default code of the department. Re-do the voice mail message to refer to another employee who can assist callers. The voice mail can be changed at a later date to accommodate the needs of the department.

Department Items:
- Desk Keys
- Uniforms
- Computing devices, accessories, peripherals (e.g. Pads, backup drives)
- Books
- Lab Equipment
- Purchasing Procurement Card
- Cell Phone
- Card No. ______________________
- Travel and Expense (T&E) Card
- Card No. ______________________
- University data removed from personally owned equipment (e.g., smart phones)

SIGNED_________________________________________ DATE________________________
(Supervisor)

Access Services (Room 18 Crawford Hall/Ground Floor):
- The above mentioned employee has returned his/her University I.D. Card.
  Is employee retiring? Yes_____ No _________
- The above named employee has returned his/her parking permit/hangtag and received a voucher to exit the parking facility on the last day of employment.
- The above named employee has returned all university issued keys.

SIGNED_________________________________________ DATE________________________
(Access Services Representative)