



Exit Check List

Complete and return to Human Resources

Employee: _____ Datatel ID#: _____ Termination Date: _____

All COM benefit eligible employees who are planning to be absent from the college, whether for an extended leave of absence or permanently, must complete this form on "The last day of his/her employment" (All questions must be completed and signed by the appropriate person).

All College keys and badges/Swipe cards have been submitted to Police Department

Chief of Police

All A/V equipment has been returned to LRC Media Services

Director, Educational Technology Services, Library

All books have been returned to Library and all fines cleared

Director, Library

Room and office inventory has been completed and submitted to

Supervisor

All "I" Contracts have been transferred

Supervisor

All grades have been submitted to Student Records

Registrar, Student Center

Information Technology Services / Employee Directory Clearance

Chief Information Officer, TVB

All College owned communication equipment and mobile devices have been returned.....
(All Colleague inventory has been checked in)

Chief Information Officer, TVB

Accounts Payable Clearance

Financial Services - Appomattox Suite 4

Accounts Receivable Clearance

Financial Services - Student Center

Signature of Employee _____ Date

Completed form received in Human Resources: _____

Executive Director of Human Resources _____ Date