USU Division of Student Affairs

Resignation/Termination Process Checklist

Resign____ Retire_____ Transfer_____ Admin. Leave_____ Death_____ Other _____

Name of Employee: _____ A # _____

Last Day of Work: _____ Department: _____

Please return to the appropriate department and perform the following items prior to leaving the current department.

ITEM	DATE RETURNED	DEPARTMENT	EMPLOYEE INITIAL	SUPERVISOR INITIAL	DEPARTMENT HEAD INITIAL
Key(s)	_____	Facilities/Internal	_____	_____	_____
Parking Pass	_____	Parking	_____	_____	_____
CERP Equipment	_____	Police	_____	_____	_____
P-Card	_____	Business Services	_____	_____	_____
Laptop/IPad	_____	Department	_____	_____	_____
Transfer Files	_____	BOX	_____	_____	_____
Resignation Letter	_____		_____	_____	_____
Other	_____		_____	_____	_____

Does this person have any Contracts or Grants? If yes, please send to Sponsored Programs.
*Not necessary if remaining in employment at Utah State University

N/A ☐ SPO ☐ SPA ☐

FOR BUSINESS SERVICE USE ONLY

☐ Remove Banner Access (Email Sharyn Bradfield, Sharon Robinette, Jodi Morgan, Adam Gleed)

☐ Process EPAF

☐ Cancel P-Cards

If USU property is not returned in a timely manner, an unfavorable reference or other consequences could result. Each terminating employee should download and delete any personal email messages. All other messages must be left available for the supervisor(s) as part of Utah State University business.