

PPD EMPLOYEE EXIT CHECKLIST

* Employee Name: _____ Employee's Transfer Date: _____

* Supervisor Name: _____ Employee's Termination Date: _____

To be completed by Employee

* Procard returned to PPD Financial Group: _____

* Keys returned (Building, office, desk...etc): _____

* Equipment inventory (**Attach list**, showing transferred items): _____

* Cell Phone, Long Range Phone turned in: _____

* Sensitive Item inventory form (**Attach list**, showing transferred items): _____

* Timesheet (prepared through last work day and turned into supervisor or secretary): _____

Employee Signature: _____ Date: _____

To be completed by Supervisor

* Procard returned to PPD Financial Group (confirmation) _____

* Supervisory Responsibilities Transferred (if applicable) To Whom: _____

* Emergency call-in lists updated: _____

* Department Lists and Org Chart Updated: _____

* Records (employees work files and electronic files) turned over to: _____

* Vehicles (re-assigned to): _____

* Contact Person for Power Outages: Yes No If yes, designate replacement: _____

* Open ESHTRK Findings (re-assigned to): _____

* Warehouse storage Items (re-assigned to): _____

* In the case of employee transfer, has Fermi Phone book been updated: _____

* Electronic access cards turned in: _____ Yes or No

* Timesheet (prepared through last work day): _____

* Sensitive Item inventory attached: _____

* Equipment inventory list attached: _____

Supervisor Signature: _____ Date: _____

Supervisor: Please Submit Completed Form to PPD Office, MS 208***Forms will be maintained in the PPD Division Office***