

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

To be completed by Employee

- * Procard returned to PPD office: _____
- * 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 office (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