



Auburn University

EMPLOYEE EXIT CHECKLIST

Employee Name _____ SS# _____

Department Name _____ Title _____

This checklist must be completed by all terminating employees except hourly student employees and forwarded by their respective departments to the College of Agriculture Dean/Director office along with the terminating PAF. Employees who leave University employment have an obligation to return all University property issued to them and settle all outstanding accounts.

Check (U) when complete	Authorized Signature	Responsibilities
	_____	1. Returned or made satisfactory arrangement for all items obtained from R.B. Draughon Library and its branches.
	_____	2. Returned or made satisfactory arrangement for A.U. Identification Card.
	_____	3. Paid or made satisfactory arrangement for all traffic fines/fees and returned parking hang tag.
	_____	4. Returned or made satisfactory arrangement for Purchasing Visa Cards, AUHDCC Aid, American Express, Diners Club, telephone credit cards, all departmental books, apparatus, keys, or any other material.
	_____	5. Returned or made satisfactory arrangement for all uniforms, property equipment, and supplies.
	_____	6. Terminated access to computer systems (ID and passwords).
	_____	7. Returned or made satisfactory arrangements for all federal property.

Supervisor or Department Head Signature

Date

Employee Signature

Date