

<b>EXIT FORM</b> <b>Submission of OCM BOCES Property</b>	
Employee Name: _____	Last Date of Employment: _____
<i>Check all that apply or indicate N/A</i>	
<b><u>N/A</u></b>	<b><u>BUILDING SECURITY</u></b>  <input type="checkbox"/> Keys: <input type="checkbox"/> Buildings <input type="checkbox"/> Rooms <input type="checkbox"/> Desk Keys <input type="checkbox"/> File Cabinets <input type="checkbox"/> District (Itinerants) <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Access Card
<b><u>N/A</u></b>	<b><u>EQUIPMENT ASSIGNMENT</u></b>  <input type="checkbox"/> <input type="checkbox"/> Laptop/Software/Modem <input type="checkbox"/> <input type="checkbox"/> Cell Phone w/Peripherals <input type="checkbox"/> <input type="checkbox"/> Inform employee that they will be invoiced for personal calls on cell phone <input type="checkbox"/> <input type="checkbox"/> MiFi <input type="checkbox"/> <input type="checkbox"/> iPad <input type="checkbox"/> <input type="checkbox"/> GPS <input type="checkbox"/> <input type="checkbox"/> Pager <input type="checkbox"/> <input type="checkbox"/> Projector <input type="checkbox"/> <input type="checkbox"/> Uniforms <input type="checkbox"/> <input type="checkbox"/> Tools: List in detail: _____ <input type="checkbox"/> <input type="checkbox"/> Vehicle & Keys <input type="checkbox"/> Gas Credit Card <input type="checkbox"/> EZ pass    Vehicle condition reviewed by _____ (initials) <input type="checkbox"/> <input type="checkbox"/> Fuel Receipt Envelopes <input type="checkbox"/> <input type="checkbox"/> Car Usage Calendar
<b><u>N/A</u></b>	<b><u>ELECTRONIC ACCESS/PASSWORDS</u></b>  <input type="checkbox"/> <input type="checkbox"/> Network Password _____ <input type="checkbox"/> Desktop Password _____ <input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u>  <input type="checkbox"/> <input type="checkbox"/> Desk Phone Password _____ <input type="checkbox"/> <u>N/A</u>  <input type="checkbox"/> <input type="checkbox"/> Customized Software Access _____
<b><u>CORPORATE CREDIT CARDS</u></b>  <input type="checkbox"/> M & T Visa Card <input type="checkbox"/> WalMart <input type="checkbox"/> Wegmans <input type="checkbox"/> M & T Purchasing Card <input type="checkbox"/> Citibank MasterCard <input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u>	
_____ EMPLOYEE SIGNATURE/DATE	_____ SUPERVISOR SIGNATURE/DATE

# INSTRUCTIONS FOR EXIT FORM

## Send to John Wisniewski:

- Building Keys
- Office/Room Keys
- Employee Access Card
- Vehicle and Keys
- Gas Credit Card
- EZ Pass
- Fuel Receipt Envelopes
- Cell Phone w/Peripherals

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Send to Phil Grome:

- Corporate Credit Cards (with exception of gas credit card) Date: \_\_\_\_\_

## Send to Payroll:

- Car Usage Calendar Date: \_\_\_\_\_

## Remains with Supervisor/Department:

- Desk Keys
- File Cabinet Keys
- Laptop/Software/Modem
- iPad
- Projector
- Tools
- District Keys
- Uniforms

**NOTE: Complete Asset Transfer Form if reassigning assets to new employee(s).**