

<h2 style="margin: 0;">EXIT FORM</h2> <h3 style="margin: 0;">Submission of OCM BOCES Property</h3> <p style="margin: 5px 0;">Employee Name: _____ Last Date of Employment: _____</p> <p style="margin: 5px 0;"><i>Check all that apply or indicate N/A</i></p>	
N/A	<p><u>BUILDING SECURITY</u></p> <p><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)</p> <p><input type="checkbox"/> <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Access Card</p>
N/A	<p><u>EQUIPMENT ASSIGNMENT</u></p> <p><input type="checkbox"/> <input type="checkbox"/> Laptop/Software/Modem</p> <p><input type="checkbox"/> <input type="checkbox"/> Cell Phone w/Peripherals</p> <p><input type="checkbox"/> <input type="checkbox"/> Inform employee that they will be invoiced for personal calls on cell phone</p> <p><input type="checkbox"/> <input type="checkbox"/> MiFi</p> <p><input type="checkbox"/> <input type="checkbox"/> iPad</p> <p><input type="checkbox"/> <input type="checkbox"/> GPS</p> <p><input type="checkbox"/> <input type="checkbox"/> Pager</p> <p><input type="checkbox"/> <input type="checkbox"/> Projector</p> <p><input type="checkbox"/> <input type="checkbox"/> Uniforms</p> <p><input type="checkbox"/> <input type="checkbox"/> Tools: List in detail: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Vehicle & Keys <input type="checkbox"/> Gas Credit Card <input type="checkbox"/> EZ pass Vehicle condition reviewed by _____ (initials)</p> <p><input type="checkbox"/> <input type="checkbox"/> Fuel Receipt Envelopes</p> <p><input type="checkbox"/> <input type="checkbox"/> Car Usage Calendar</p>
N/A	<p><u>ELECTRONIC ACCESS/PASSWORDS</u></p> <p><input type="checkbox"/> <input type="checkbox"/> Lotus Notes Password _____ <input type="checkbox"/> Network Password _____ <input type="checkbox"/> Desktop Password _____</p> <p><input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u> <input type="checkbox"/> <u>N/A</u></p> <p><input type="checkbox"/> <input type="checkbox"/> Desk Phone Password _____</p> <p><input type="checkbox"/> <u>N/A</u></p> <p><input type="checkbox"/> <input type="checkbox"/> Customized Software Access _____</p>
	<p><u>CORPORATE CREDIT CARDS</u></p> <p><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</p> <p><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></p>
<p style="margin: 0;">_____</p> <p style="margin: 0; text-align: center;">EMPLOYEE SIGNATURE/DATE</p> <p style="margin: 0; text-align: right;">_____</p> <p style="margin: 0; text-align: right;">SUPERVISOR SIGNATURE/DATE</p>	

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 Deborah Ayers:

- Corporate Credit Cards (with exception of gas credit card)
- GPS

Date: _____

Date: _____

Send to Payroll:

- Car Usage Calendar

Date: _____

Remains with Supervisor/Department:

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

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