



Your Responsibilities Prior to Your Departure

Name: _____

Title: _____

Please have a staff member in each of the functions listed below sign this form to indicate that you have returned the item(s) or that you had no items belonging to the function. Mark N/A for those that do not apply to you.

Please sign the form and return it to the Human Resource Office once it has been completed.

ITEM/FUNCTION	
Final time sheet submitted for supervisor approval	_____
Human Resource Office (I.D. card and keys)	_____
Information Technology Services (Help Desk) (Laptop, etc)	_____
Supervisor (tools, materials, equipment)	_____
Accounts Payable (travel card, outstanding bills)	_____
Purchasing Department (Procurement Card)	_____
Library (books, materials, equipment)	_____
MAC (travel advances)	_____

I have returned all items belonging to SUNY Morrisville and paid any and all fines, bills and/or advances due from me.

Signature

Date