

RIO ARRIBA COUNTY PROCESSING SEPARATION CHECKLIST

NOTE: To be used for End-of-Employment or Transfer

DEPARTING EMPLOYEE: _____ DEPARTMENT: _____

DEPARTURE DATE: _____ IMMEDIATE SUPERVISOR: _____

DIRECTOR: _____

EMPLOYEE: TRANSFERRED YES NO RESIGNED YES NO
 RETIRED YES NO TERMINATED YES NO

ITEMS RETURNED UPON DEPARTURE

RIO ARRIBA COUNTY ISSUED EQUIPMENT AND SUPPLIES RETURNED	YES	NO
RIO ARRIBA COUNTY IDENTIFICATION BADGE		
CELLPHONE AND ACCESSORIES		
LAPTOP AND ACCESSORIES, FLASH DRIVES INCLUDED		
DESKTOP COMPUTER AND ACCESSORIES, PRINTER, FAX, SCANNER, KEYBOARD, MOUSE, FLASH DRIVES ETC.		
COUNTY ISSUED BRIEF CASE OR COMPUTER CASE		
CLEANED OUT OFFICE DESK ETC.		
COUNTY ISSUED VEHICLE RETURNED CLEAN		
ALL COUNTY ISSUED VEHICLE KEYS RETURNED		
VEHICLE GAS CARD RETURNED		
PARKING PASS OR CODE		
CAMERAS DIGITAL OR VIDEO		
TAPE RECORDER		
BUILDING ACCESS KEYS		
OFFICE ACCESS KEYS, FILE ACCESS KEYS, CABINETS, ROOMS, ETC.		
CARD KEYS		
TOOLS, EQUIPMENT, SAFETY EQUIPMENT ETC.		
CONFIDENTIAL INFORMATION ACCOUNTED FOR SUCH AS CLIENT FILES ETC.		
INFORMATION TECHNOLOGY NOTIFIED TO BACK UP SYSTEM		
ALL REMOTE ACCESS REMOVED		
LOGIN IDENTIFICATION AND PASSWORDS, CHANGED		
IF AUTHORIZED PURCHASER, SUPPLIERS AND VENDORS NOTIFIED TO REMOVE EMPLOYEE AS AUTHORIZED PURCHASER		
BUDGET CLEARANCE REGARDING ANNUAL LEAVE PAY OUT		
**NOTIFICATION TO ANY OTHER DEPARTMENT DIRECTOR/ELECTED OFFICIAL		
COMMENTS:		

DESCRIPTION AND IDENTIFICATION NUMBERS AND SPECIFIC DETAILS OF PROPERTY RETURNED		
DESCRIPTION OF ITEM RETURNED (vehicle make and license plate, computer, keys, equipment etc.)	MODEL NUMBER	SERIAL NUMBER
COMMENTS:		

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

DEPARTMENT DIRECTOR/ELECTED OFFICIAL SIGNATURE

DATE

COUNTY MANAGER SIGNATURE

DATE

HUMAN RESOURCE DIRECTOR SIGNATURE

DATE