**Employee Out-Processing Checklist – Transferring**

|  |  |
| --- | --- |
| **Name:** | **UIN:** |
| **Department:** | **Employee Transfer Date:** |

|  |  |
| --- | --- |
| ***Please verify that the following items have been completed/processed/transferred to employee's new administrative office.*** | **Yes/No/NA** |
| Completed Form 500. |  |
| Employee personnel file. |  |
| Training records. |  |
| Professional development plan. |  |
| Listing of credit cards issued to employee (card type and last 4 digits):    |  |
| Transfer agency equipment moving with the employee: telephones, computers, computer software. |  |
| Transfer any bills for payment on equipment moving with the employee. |  |
| ***Please verify that the following items have been obtained/processed/completed at employee's present administration location:*** | **Yes/No/NA** |
| Cancel budgetary approval authority. |  |
| Reassign petty cash fund. |  |
| Cancel building security codes. (College Station only) |  |
| Obtain parking permit. (College Station only) |  |
| Change electronic access code (Facilities where electronic locks are installed) |  |
| Obtain office keys:  |
| #  #  #  #  |  |
| Obtain vehicle keys:  |
| #  #  #  # #  #  #  #  |  |
| Obtain landowner gate keys:  |
| #  #  #  #  |  |
| Obtain agency gate keys:  |
| #  #  #  #  |  |
|  |
| Remarks: |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

 **Employee Signature Date Supervisor Signature Date**