

**RANDOLPH COMMUNITY COLLEGE  
EMPLOYEE EXIT CHECK LIST**

To be completed by the last day of employment and submitted to the Vice President for Administrative Services prior to the issuance of a final paycheck.

EMPLOYEE: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TERMINATION/RESIGNATION/RETIREMENT DATE: \_\_\_\_\_  
(CIRCLE ONE)

**DEPARTMENT CHAIR AND/OR DEAN**

- \_\_\_\_\_ Department Textbooks (Desk Copies)
- \_\_\_\_\_ Department Materials or Departmental Equipment Checked Out
- \_\_\_\_\_ Grade Books and Student Records
- \_\_\_\_\_ Course Outlines
- \_\_\_\_\_ Instructional Reports (Attendance Forms, Grade Reports, etc.)
- \_\_\_\_\_ Other (specify \_\_\_\_\_)

\_\_\_\_\_  
Department Chair and/or Dean \_\_\_\_\_ Date

**AREA VICE PRESIDENT**

\_\_\_\_\_ Other (specify)  
\_\_\_\_\_

\_\_\_\_\_  
Area Vice President \_\_\_\_\_ Date

**LIBRARY SERVICES**

- \_\_\_\_\_ Library Printed Material
- \_\_\_\_\_ Audiovisual Materials
- \_\_\_\_\_ Audiovisual Equipment
- \_\_\_\_\_ Other (specify)

\_\_\_\_\_  
Director of Library Services \_\_\_\_\_ Date

**FACILITIES**

- \_\_\_\_\_ Equipment Inventory
- \_\_\_\_\_ Procurement Card

\_\_\_\_\_  
Purchasing Agent \_\_\_\_\_ Date

\_\_\_\_\_ Computer Hardware/Software

\_\_\_\_\_  
Director of Computer Services \_\_\_\_\_ Date

\_\_\_\_\_ Keys \_\_\_\_\_ Parking Tag  
\_\_\_\_\_  
Assistant to the Vice President \_\_\_\_\_ Date  
for Administrative Services

\_\_\_\_\_ Charges - Campus Store  
\_\_\_\_\_  
Campus Store Staff \_\_\_\_\_ Date

**MARKETING**

\_\_\_\_\_ Email address to receive News & Views  
\_\_\_\_\_ Check if you wish not to receive the News & Views

\_\_\_\_\_ Marketing Staff \_\_\_\_\_ Date

**BUSINESS OFFICE**

_____ Health Insurance	_____ Credit Cards
_____ Colonial Products/Cancer	_____ Dental and/or Vision Insurance
_____ Accumulated Vacation Leave	_____ 401(k) Supplemental Retirement
_____ Accumulated Bonus Leave	_____ Pre-paid Legal
_____ Accumulated Sick Leave	
_____ Credit Union	
_____ Retirement	
_____ Other (specify) _____	

TERMINATION/RETIREMENT/RESIGNATION (CIRCLE ONE) DATE: \_\_\_\_\_

LAST WORKING DATE: \_\_\_\_\_

\_\_\_\_\_ Payroll Specialist \_\_\_\_\_ Date

Exit Interview Completed \_\_\_\_\_ Declined \_\_\_\_\_  
Date of Exit Interview \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Director of Human Resources \_\_\_\_\_ Date

_____ Federal Surplus Authorization	_____ Medical Information Form
_____ Computer Systems Access	
_____ American Express	

\_\_\_\_\_ Vice President for Administrative Services \_\_\_\_\_ Date

\_\_\_\_\_ Employee \_\_\_\_\_ Date

(Revised: 01/17/02, 04/15/04, 01/20/05, 10/13/05, 11/25/08, 12/10/08)