



RANDOLPH COMMUNITY COLLEGE EMPLOYEE EXIT CHECKLIST

This form is 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.

NAME _____ TITLE _____
FORWARDING ADDRESS _____
RESIGNATION DATE _____ RETIREMENT DATE _____
TELEPHONE (optional) _____ (home) _____ (cell) _____

MARKETING

Email address to receive Under the Shell _____ No thanks!

Signature – Marketing _____ Date _____

DIVISION CHAIR, DEAN, VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

Department textbooks (desk copies) Grade books and student records
 Department materials or departmental equipment checked out Instructional reports (attendance forms, grade reports, etc.)
 Other _____

Signature – Instructional Services _____ Date _____

LIBRARY SERVICES

Library printed material Audiovisual equipment Audiovisual material

Signature – Library Services _____ Date _____

WRITING ACROSS THE CURRICULUM Resource books returned

Signature – WCC _____ Date _____

DISTANCE EDUCATION Equipment returned

Signature – Distance Education _____ Date _____

PURCHASING Equipment inventory Procurement card

Signature – Purchasing _____ Date _____

COMPUTER SERVICES Computer hardware/software

Signature – Computer Services _____ Date _____

BUSINESS OFFICE

Health insurance Colonial products Accumulated sick leave Retirement
 Dental insurance Companion Life Accumulated vacation leave Other _____
 Vision insurance 401K Accumulated bonus leave

Signature – Payroll _____ Date _____

HUMAN RESOURCES NAE verified Exit interview scheduled/declined

Signature – Human Resources _____ Date _____

ADMINISTRATIVE SERVICES

Keys Parking Tag I.D. Badge
 Federal surplus authorization Computer systems access

Signature – Administrative Services _____ Date _____

Signature – Employee _____ Date _____