



Vice President / Administration and Finance

SEPARATION PROCEDURES AND SIGN-OFF

Employee _____ Department _____

Date of Separation _____ Reason for Separation: Resignation Retirement Terminated

This form must be completed for all employees separating from service on the State payroll. The separating employee must return all property belonging to the College and/or grant sponsor, and all outstanding charges must be paid to the appropriate offices prior to separation.

It is the responsibility of the immediate supervisor to initiate this form prior to the employee's last day on campus.

The supervisor must notify the offices listed that the employee will be separating from service, and get that office's verification that all outstanding items have been returned or cleared. The "Initials" column may be completed by the supervisor or by a representative of the department receiving the item.

When all items are cleared, the supervisor and the employee both sign and date the form. The form and all corresponding documentation must be returned to the Internal Controls Office (HAB 302) no more than 10 business days after the employee's last day on campus. (Note: If any item(s) cannot be completed, this should be indicated on the form and Internal Controls will follow up.) Please keep a copy for yourself.

Initials N/A
(✓)

	I.D. Office	Return of ID cards	x3032	SUB 64
		Department – return of equipment and or items	–	Supervisor
	IT	Computer equipment, email, LAN/Banner access	x3130	HAB 50
	Facilities	Return all keys (i.e. office, building)	x3308	SB 103
	Parking	Outstanding fines/telecom charges	x3347	WH 114
		System Security – remove access to SUNY and NYS systems	x3272	Admin & Finance - HAB 904
	Payroll	Outstanding timesheets?	x3146	HAB 301
	Library	Return of book(s) and or fines owed?	x3716	STL M26
	Travel	Travel and/or Net Card	x3178	HAB 302
		Cell Phone and/or charges		
	Procurement	VISA pro card	x3197	HAB 307
	Accounts Payable	Outstanding paperwork and or charges	x3179	HAB 304

The above offices have been contacted and all items have been cleared, unless otherwise stated. All State property issued or borrowed has been returned and all monies due have been paid.

Supervisor/Department Head Signature and Date _____

Employee Signature and Date _____