

Employee \_\_\_\_\_ Title \_\_\_\_\_

Current Department \_\_\_\_\_ Transferring to \_\_\_\_\_ Date of Transfer \_\_\_\_\_

This form must be completed for all employees transferring from one department to another at SUNY New Paltz.

**It is the responsibility of the immediate supervisor to initiate this form prior to the employee's last day in department.**

The supervisor must notify the offices listed that the employee will be transferring to another department, 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 transfer. (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  
(✓)

	Department – return of equipment and or items	–	Supervisor
	Computer Services – change departmental access (LAN/Banner)	x3130	Barbara Eckert Haggerty 50
	Facilities – return/exchange all (i.e. office, building) keys	x3308	Nancy Higgins Service Building B11
	Security – remove/change access to SMRT/Webconnect /OSC	x3272	Julie Majak Haggerty 904
	Accounts Payable – outstanding paperwork and or charges	x3179	Stacy Rine Haggerty 304
	Procurement – Travel and/or Net Card	x3191	Maureen Maxwell Haggerty 307
	Procurement – Cell Phone and/or charges		
	Procurement – VISA pro card/change department account	x3197	<b>Yolanda Howell</b> Haggerty 307

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 \_\_\_\_\_ Date \_\_\_\_\_

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