



TERMINATION OF EMPLOYMENT CHECKLIST

- This form is to be completed by all departing employees of Acadia University.
- Contact each department listed in the shaded areas below, which have not already been initialed by your Director/Department Head, in order to provide information they require, or to return University property. All items on this form must be initialed and dated.
- Return the completed checklist to your Director/Department Head.

Employee Name			
Department			
CONTACT DEPARTMENT	ACTION ITEM	INITIALED BY	DATE
Human Resources	ensure home mailing address is current		
	unsubscribe from electronic receipt of T-4		
Safety & Security	return keys		
	return Access Card		
Technology Services	close out network computer account		
	return laptop computer		
	return cell phone and/or Blackberry		
	return Aliant Calling Card		
Purchasing Services	return Acadia Diners Club Card		
	return Acadia Visa Procurement Card		
Student Accounts	cancel/prorate discount on tuition fees		
Vaughan Memorial Library	ensure all Library materials are returned		