



## 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.

<b>Employee Name</b>			
<b>Department</b>			
<b>CONTACT DEPARTMENT</b>	<b>ACTION ITEM</b>	<b>INITIALED BY</b>	<b>DATE</b>
Safety & Security	return keys		
	return Access Card		
Computing Services	close out network computer account		
User Support Centre	return laptop computer		
Purchasing	return Acadia EnRoute/Diner's Club Card		
	return Acadia Visa Procurement Card		
Telecommunications	return cell phone		
	return Aliant Calling Card		
	return Blackberry & cancel account		
Student Accounts	cancel/prorate discount on tuition fees		
Vaughan Memorial Library	ensure all Library materials are returned		