



## **EMPLOYEE TRANSFER CHECK OUT FORM**

This form is to be used by the outgoing department in the event of an employee transfer (lateral or promotional).

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Current Department:** \_\_\_\_\_

**Last Day in Current Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

It is the responsibility of the supervisor to ensure that the separation steps outlined below are reviewed and taken when an employee is transferring to another department. This form should be completed by the supervisor and employee. Sign and date the form to confirm your review of the checklist with the employee.

### **Retrieve, cancel, or secure the following items:**

- Office/Door keys (collect & submit to Civic Center Facilities Building 98)
- Desk keys
- Access key card (Request reprogramming)
- Electronic devices, laptop and/or cell phone, etc.
- Terminate access to current department shared drives.
- Purchasing Card and/or Credit Cards
- Uniforms
- Other District property \_\_\_\_\_
- Employee's personal items

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

Original:      Personnel File  
Copy:          Employee