



Your Responsibilities Prior to Your Departure

Name: _____

Title: _____

Personal Email Address: _____

Phone Number: _____

Employees must obtain a signature from each department below before departing campus. Please have a staff member in each of the functions listed below sign this form to indicate that you have returned the item(s) or that you had no items belonging to the function.

Please sign the form and return it to the Human Resource Office once it has been completed.

ITEM/FUNCTION

Responsible Party Signature

Information Technology Services (Help Desk) (Laptop, etc.) _____

Accounts Payable (travel card, outstanding bills) _____

Purchasing Department (Procurement Card) _____

Library (books, materials, equipment) _____

MAC (travel advances) _____

Final time sheet submitted for supervisor approval _____

Sign into NYSPO to change W-2 form to be mailed _____

Supervisor (tools, materials, misc. equipment/college property) _____

Union representative/s notified _____

Human Resource Office (I.D. card and keys) _____

Items turned in to HR: _____

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I have returned all items belonging to SUNY Morrisville and paid any and all fines, bills and/or advances due from me.

Signature

Date