

## Termination Check List

Name of Terminating Employee \_\_\_\_\_

Department \_\_\_\_\_ SSN \_\_\_\_\_ Date \_\_\_\_\_

<u>Clearance is required on</u>	<u>From/Department/Phone</u>	<u>Clearance verification*</u>
• Equipment, tools, uniforms, vehicle, Dept ID badge, etc	Employing College/Division	_____
• Keys - exterior door, office, other	Key Control (3-5675) 131 GEN	_____
• Corporate Credit Card	Travel Coordinator (3-5883) 207 Schlumberger	_____
• Cougar One Card	Cougar One Card Office (3-2399) 279 UC	_____
• Audiovisual equipment	Library Distribution (3-1155) 56 L	_____
• Gate card and/or RF tag (Transponder)	Parking (3-1097) 1 E	_____
• MD Anderson Library Access Services (Carrel key, books, ILL, etc.)	Circulation Fax #: 39930	_____
	Interlibrary Loan Fax #: 39725	_____

The college/division administrator is responsible for notifications of termination in the following cases (This may include surrendering restricted personal access to computer systems):

• Long distance access code	Telecommunications (3-1111) 100 CC	_____
• Password, USERID (Administrative & Academic Computing)	IT Technology Support Services (3-1411) 56 MD Anderson Library	_____
• Payroll Department - direct deposit	Payroll (3-8770) Schlumberger	_____

The college/division administrator shall inform the terminating employee of any existing financial indebtedness by check the BASMIS system. Access is obtained through the Bursar's Office (3-5887) located in 7 E. Cullen.

\* The terminating employee's immediate supervisor shall request that the terminating employee sign off at each point; however, the supervisor may sign off in this column to verify that the item has been returned to them.