

# Harrison Central School District

## SEPARATION CHECKLIST

### Return of District Property

This form is to be completed as a part of the separation process for each staff member leaving District employment. The following articles of District property as listed below and used during employment have been returned to the appropriate Building Principal/Department Supervisor upon the employee's separation:

(Circle NA if not applicable or check the box for each returned item. The employee is required to initial each item that is being returned.)

- NA  Keys (Employee's initials: \_\_\_\_\_)
- NA  Cell Phone (Employee's initials: \_\_\_\_\_)
- NA  Pager (Employee's initials: \_\_\_\_\_)
- NA  Credit/debit cards (Employee's initials: \_\_\_\_\_)
- NA  Identification badge (Employee's initials: \_\_\_\_\_)
- NA  District tools (Employee's initials: \_\_\_\_\_)
- NA  District equipment (e.g., computer, printer, AV, radios, PDA device)  
(Employee's initials: \_\_\_\_\_)
- NA  School/student records (e.g., grade books) (Employee's initials: \_\_\_\_\_)
- NA  Curriculum materials & books (Employee's initials: \_\_\_\_\_)
- NA  Uniforms/clothing with District logo/name (Employee's initials: \_\_\_\_\_)
- NA  Outstanding pay vouchers (Employee's initials: \_\_\_\_\_)
- NA  List of usernames and passwords used during employment:  
\_\_\_\_\_ (Employee's initials: \_\_\_\_\_)
- NA  Other: \_\_\_\_\_ (Employee's initials: \_\_\_\_\_)

The signatures below verify that all District property has been returned as of the dates indicated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal/Department Supervisor

\_\_\_\_\_  
Date

Original to: Office of Human Resources/Personnel File

Copies to: Building Principal/Department Supervisor