



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 employee leaving District employment. The following articles of District property as listed below and used during employment have been returned to the Office of Human Resources 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 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 claim forms for payment (Employee's initials: _____)
- NA Other: _____ (Employee's initials: _____)

Notes:

The signatures below verify that all District property has been returned as of the dates indicated. If any District Property remains unreturned, the final paycheck will be withheld by the payroll until all District property is returned.

Employee's Signature

Date

Office of Human Resources

Date

Original to Office of Human Resources/Personnel File; copies to Employee & Payroll