



OFFICE OF FINANCE
HUMAN RESOURCES MANAGEMENT

Separation Checklist

Name of Employee: _____

Job Title: _____

Department: _____

Last day of employment: _____

Reason for separation: _____

Name of Supervisor: _____

Phone # Supervisor: _____

	Yes	N/A
Signed resignation letter		
Exit interview (call 718.817.4930 to schedule an appointment)		
Accrued Vacation time (if employee is an Administrator)		
Fordham ID		
Keys		
Laptop/Computer		
Cell phone		
Credit Card		
Notify helpdesk and request removal of email and portal access		
Copy Card		
Parking device		
Completed expense reports		
Library Books		
Files		
Automobile		
Uniform		
Tools		
Any other property owned or leased by the University		

Please send back this form via fax at 718-817-4929 or email nolan@fordham.edu