

GRAND PRAIRIE ISD

Exit Inventory Checklist

Employee must complete form and submit to: **Immediate supervisor**
Supervisor must submit completed form to: **Human Resources Office**

Employee Use Only (please print) Professional Paraprofessional Auxiliary

Employee Name _____ Social Security # _____
Current Assignment _____ Campus/Department _____
Last Day Worked: _____ Effective date of resignation: _____
Forwarding Address: _____
City/State/Zip: _____
Home #: _____ Alternate #: _____

I understand: (please initial and/or answer each item below)

- _____ **I must complete and submit this form to my immediate supervisor and return all district issued property.**
_____ **I will refer all questions regarding continuation of benefits to the Payroll Office at 972.237.5506 or 5507.**
(▪COBRA ▪Life insurance ▪Teacher Retirement System (TRS) ▪Additional available benefits, etc.)

Contract employees only:

- If resigning, I have submitted to my supervisor the "Request for Release from Contract" form. Yes No
If resigning, I have received written notification of my release from contract Yes No

I certify that I have returned all district property and have only removed my own personal items from Grand Prairie ISD.

Employee Signature _____ **Date** _____

Supervisor Use Only

Supervisor must coordinate with employee and record the date each item was resolved.

<u>Item:</u>	<u>Date Returned:</u>	<u>Item:</u>	<u>Date Returned</u>
<input type="checkbox"/> Key (specify # returned) _____	_____	<input type="checkbox"/> ID Badge _____	_____
<input type="checkbox"/> Book(s) _____	_____	<input type="checkbox"/> Uniform (specify # returned) _____	_____
<input type="checkbox"/> Equipment _____	_____	<input type="checkbox"/> Shirt(s) _____	_____
<input type="checkbox"/> Hardware _____	_____	<input type="checkbox"/> Pant(s) _____	_____
<input type="checkbox"/> Software _____	_____	<input type="checkbox"/> Apron(s) _____	_____
<input type="checkbox"/> Program _____	_____	<input type="checkbox"/> Smock(s) _____	_____
<input type="checkbox"/> Cell Phone _____	_____	<input type="checkbox"/> Belt _____	_____
<input type="checkbox"/> Pager _____	_____	<input type="checkbox"/> Supplies _____	_____
<input type="checkbox"/> Notebook Computer _____	_____	<input type="checkbox"/> Record/Data/Files _____	_____
<input type="checkbox"/> PDA _____	_____	<input type="checkbox"/> Other (Specify) _____	_____

- Supervisor shall notify the Payroll Office when all items have been returned prior to the release of final paycheck.
- Supervisor shall coordinate with other departments for any other items outstanding (i.e. Fine Arts, etc.)

Supervisor Signature _____ **Date** _____