



# STAFF EQUIPMENT & TECHNOLOGY CLEARANCE FORM

Administrative, Personnel and Fiscal Operations

Supplemental Nutrition Assistance Program-Education (SNAP-Ed)

Expanded Food and Nutrition Education Program (EFNEP)

SNAP-Ed / EFNEP IT Services | Davison Hall | New Brunswick, NJ 08901-2882 | Tel: 848-932-9705 | Fax:732-932-7779

**A STAFF EQUIPMENT & TECHNOLOGY CLEARANCE Form has to be completed for every separating staff, including staff transferring from one Rutgers' department to another and staff going on an extended leave of absence. This ensures that all department owned equipment such as desktop, laptop, printer, ipad, iphone, aircard, etc. has been returned before departure.**

## Staff Data:

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Dept./County: \_\_\_\_\_ Last Day: \_\_\_\_\_  
 Employee Type: Faculty      Staff      GA      Student      Volunteer  
 Departure Type: Dept. Only      Separation      Retirement      Other

## Supervisor Clearance:

- \* Staff must enter the information for each piece of equipment assigned in the table below.
- \* Staff must provide the completed / signed form along with each identified piece of equipment to his/her supervisor.

EQUIPMENT TYPE	DESCRIPTION	Serial No. or Service Tag

Upon separation, I understand that I have an ongoing responsibility to maintain the confidentiality of any student and/or employee information to which I may have had access to during my employment at Rutgers University. In addition, I affirm that all equipment listed above were assigned to me and now I have returned them to my supervisor so that they are returned to the SNAP-Ed/EFNEP IT state office.

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## State Office Clearance:

- \* Supervisor must validate returned equipment to ensure they are in accord with previous assignment.
- \* Supervisor must return equipment to the state office to remove all employee information and return to inventory.
- \* To be released of any responsibilities, supervisor must receive SNAP-Ed/EFNEP IT Manager clearance when returning equipment.

I, the supervisor, have received from the departing staff all equipment as originally assigned. I understand that all equipment must be returned to the SNAP-Ed/EFNEP IT state office unless specific exceptions are requested and approved. In addition, I understand that the following services will be terminated, if applicable, upon staff departure unless specific exceptions are requested and approved: AESOP/NJAES Email account      SNAPED User Account

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## State Office Closure:

Rutgers University equipment have been returned in compliance. See comment below, if applicable.

State Office IT Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_