

Exit Clearance Checklist

**Form must be complete with signatures and submitted with employee's final timesheet to:
Sandy Napier, Physical Plant Administration in Room 129 Allyn Hall.**

Please print:

Date: _____

Employee Name: _____

Department: _____

The following items must be returned to the area supervisor before leaving the employment of Wright State University:

- | | |
|--|--|
| <input type="checkbox"/> ID badge | <input type="checkbox"/> Uniforms |
| <input type="checkbox"/> University Keys | <input type="checkbox"/> Parking Permit |
| <input type="checkbox"/> Keys to University Vehicles | <input type="checkbox"/> Procurement Cards |
| <input type="checkbox"/> Lock-Out/Tag-Out Locks & Keys | <input type="checkbox"/> Final Time Sheet |
| <input type="checkbox"/> Tools/ Tool Box | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Tablet/Laptop |
| <input type="checkbox"/> Disable in School Dude (Customer Service) | |
| <input type="checkbox"/> List any other University Property: _____ | |
| | _____ |
| | _____ |

I verify I have returned all university property to my supervisor:

Employee signature

I verify receipt of the university property listed above:

Supervisor signature