

**Western Connecticut State University
Terminating Employee
University Property Checklist Form**

As part of your separation from the University, you are required to return any University property that was issued to you as a result of your employment with Western Connecticut State University. Please bring this form to the departments listed below. They shall signify that you have returned any University issued property or that none was issued. **This completed form must be returned to the Human Resources Department.** Upon receipt, the Human Resources Department shall authorize the release of your last paycheck.

Employee Name & Dept.: _____ **Last Day of Work:** _____

Home Department- (Type of property issued may include desk and file cabinet keys. and miscellaneous office equipment)

Signature: _____ Date: _____

Public Safety - (Type of property issued may include door and building keys, ID card. and parking gate control tag) Contact: Public Safety Auxiliary Services, WESTCONNECT Card Office, entrance located at the rear of Old Main, Deana Schaab, 837-9318 or Esther Boriss, 837-8758

Signature: _____ Date: _____

University Computing - (Type of property issued may include cell phone, phone credit card, outstanding phone bill for personal calls, laptop computer, access to information systems, PC for home, and printer) Contact: Richard Parmalee 837-8312 for Westside, Room 119 or Lorraine Capobianco 837-8301, Midtown, Old Main, Third Floor.

Signature: _____ Date: _____

Administrative Services - (Type of property issued may include outstanding travel advances) Contact: Mark Case, University Hall, Room 002, 837-8657 or 837-8505.

Signature: _____ Date: _____

Library - (Type of property issued may be books and other library material) Contact: Circulation Desks at Haas or Young Libraries. Haas Library 837-9100, Young Library 837-9139

Signature: _____ Date: _____

Fiscal Affairs - (Has satisfied any outstanding payments) Contact: University Hall, Fiscal Affairs Office, Room 205, Kimberly Kennison 837-8375, Peter Rosa 837-8376

Signature: _____ Date: _____