



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:

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

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 Ancell School Building, Room 119 or Lorraine Capobianco 837-8301, Midtown, Old Main, Third Floor.

\*See page 2 of this document.

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 include 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, Peter Rosa, Fiscal Affairs Office, University Hall, Room 205, 837-8376

Signature: Date:



**Western Connecticut State University  
Terminating Employee  
University Property Checklist Form  
Page 2  
University Computing Supplemental Form**

**Please Note:** This form needs to be completed and verified by University Computing prior to being signed by Lorraine Capobianco/Richard Parmalee.

**Name:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

Do you have any university property listed below? If so, please provide the bar code number of each item on the corresponding line. If you are returning the items, we will need to know when and where you will be bringing the technology back.

|                |  |
|----------------|--|
| Desktop        |  |
| Monitor        |  |
| Laptop         |  |
| Printer        |  |
| Digital Camera |  |
| Mobile Phone   |  |
| Scanner        |  |
| Other          |  |

Are you a faculty member: Yes  No

If yes, will you be returning to teach? Yes  No

If yes, what semester will you be teaching? \_\_\_\_\_

If you are not a faculty member, will you return to work at the university? Yes  No

If yes, which department will you be returning to work in? \_\_\_\_\_