Completion of this form is the responsibility of the terminating employee and it is required for the release of the final paycheck. University policy states that payment for unused vacation time will be paid during your regular pay cycle (MO or BW) the month following your termination date. **MONTHLY PAID EMPLOYEES MUST HAVE ALL ONLINE TIME SUBMITTED BEFORE PAYMENT OF UNUSED LEAVE TIME ACCORDING TO UNIVERSITY POLICY.**

Employee Name: ______________________  Employee ID: ____________________

Department Name: ____________________________________________________________

Check All That Apply: (signature required from all Departments)

- [ ] Office Keys
- [ ] Uniforms
- [ ] Computer/Software/Data (files)/ Other Electronic Devices
- [ ] Books/Materials/Lab Notebooks
- [ ] Cell Phone/Pager/Radio
- [ ] Tools/Equipment
- [ ] Procurement Cards
- [ ] Other USM Property

Property Accounting (for department heads only)

- [ ] Property Inventory (see Harold Fruge)

Parking Management

- [ ] Faculty/Staff Hanging Tag Return

iTech

- [ ] Email/Long Distance Code

Financial Aid

- [ ] Faculty/Staff Scholarships

Business Office

- [ ] Any Remaining Balances

Library

- [ ] Library Book Return and Fines

Human Resources

- [ ] Insurance/Retirement/Cobra/Return Photo ID/American Express Card

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