

SUNY POLYTECHNIC INSTITUTE

**Office of Human Resources
CHECK-OUT FORM**

A faculty or staff member terminating employment with SUNY POLYTECHNIC INSTITUTE must check out with the offices listed below and return this form to the Office of Human Resources before a final payroll check is released. An authorizing signature from a departmental head will assure that all materials have been returned.

Employee Name: _____

Work Location: **Utica** **Albany**

Last Day of Employment: _____

Forwarding Address:
(Please complete) _____

Telephone:
(Please complete) _____

	Departmental Signature	Date
Business Office (Procurement, Travel)	_____ Renee Lauber	_____
	_____ David Manore	_____
Library	_____ Allison Fiegl	_____
Supervisor	_____	_____
University Police (Keys, SUNY POLY ID Card)	_____ Debbie Doyna	_____
Information/Technology Services	_____ John Madia/Robb Stapf/Mike Costakis	_____
Office of Human Resources	_____	_____

Submitted Final Timesheet

Comments: _____
