**SUNY INSTITUTE OF TECHNOLOGY**

**Office of Human Resources**

***CHECK-OUT FORM***

*A faculty or staff member terminating employment with SUNYIT 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. A Director’s signature will assure that all materials have been returned.*

|  |  |  |
| --- | --- | --- |
| **Employee Name:** |  |  |
|  |  |  |
| **Date of Termination:** |  |  |
|  |  |  |
| **Forwarding Address:**  (Please complete) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Telephone:**  (Please complete) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Director’s Signature** |  | **Date** |
|  |  |  |  |  |
| **Business Office**  (Travel, American Express, Telephone, Calling Card) |  |  |  |  |
|  |  |  |  |  |
| **Library** |  |  |  |  |
|  |  |  |  |  |
| **Supervisor** |  |  |  |  |
|  |  |  |  |  |
| **University Police**  (Keys, SUNYIT ID Card) |  |  |  |  |
|  |  |  |  |  |
| **Information/Technology Services**  (Banner) |  |  |  |  |
|  |  |  |  |  |
| **Office of Human Resources** |  |  |  |  |

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| **Comments:** |  |
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Revised 11/08/2011