

**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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