

NYE COUNTY SCHOOL DISTRICT PROPERTY ISSUANCE/EXIT CHECKLIST

INSTRUCTIONS: Each time equipment or property is issued to the employee, this form is to be updated and filed with the employee's immediate supervisor. Record serial numbers and property control numbers whenever possible. Upon termination of employment, the supervisor will submit this form to Payroll for issuance of final paycheck.

- | | |
|---|--|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Licensed |
| <input type="checkbox"/> Termination or RIF | <input type="checkbox"/> Classified |
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Death | |

Name Department

Supervisor Location

Hire Date Termination Date

Forwarding Address

Items Issued/to be Returned:

Return to:

Signature of Receiving Office:

- | | |
|---|---|
| <input type="checkbox"/> Keys | Immediate Supervisor |
| <input type="checkbox"/> Radio | Immediate Supervisor |
| <input type="checkbox"/> Cellular Phone | Transportation Office |
| <input type="checkbox"/> Vehicle Fuel Card | Transportation Office |
| <input type="checkbox"/> Credit Card | Chief Financial Officer |
| <input type="checkbox"/> ID Badge | Immediate Supervisor |
| <input type="checkbox"/> Computer/Laptop | Immediate Supervisor |
| Serial No. <input style="width: 100px;" type="text"/> | NCS D Property No. <input style="width: 100px;" type="text"/> |
| <input type="checkbox"/> Other | Immediate Supervisor |
| <input type="checkbox"/> Other | Immediate Supervisor |

I certify that I have returned all property issued to me.

Employee Signature

Date

Supervisor Signature

Date