

# University of Missouri-St. Louis

## Office of Academic Affairs

### Faculty and Staff Departure Checklist

Items 1-12 are to be completed on or before \_\_\_\_\_  
date of departure

**All items are to be returned to the Academic Unit's Secretary .**

Employee Name:	Identification Number:
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Forwarding Address: Keeping your address current is necessary in order for you to receive tax-related materials at the end of the year. Please contact the Office of Human Resources (516-5238) with any changes you may have this tax year.

	ITEM RETURNED	RECEIVED BY	DATE	UNIT NOTIFIED OF RETURN/REVOCAION
1	Office Key (office number)			LOCKSMITH
2	File/Desk Cabinet Key (s)			LOCKSMITH
3	Parking Permit (s)			UNIT'S SECRETARY
4	Pager			UNIT'S SECRETARY
5	Cellular Phone			UNIT'S SECRETARY
6	ID Card			UNIT'S SECRETARY
7	Name Tag			UNIT'S SECRETARY
8	Other Department Supplies (Copy card, computer disks, files, desk copies, office supplies, etc.)			UNIT'S SECRETARY
9	Other Departmental equipment (Laptop computer, printer, etc.)			UNIT'S SECRETARY
10	PC/Gateway Access Changed			COMPUTER SERVICES
11	E-mail Access Changed/Revoked			COMPUTER SERVICES
12	Voice Mail Access Changed/Revoked			COMPUTER SERVICES
13	Other			