

Finance Department - Promoted/Resigned Check List

EMPLOYEE NAME: _____	Y or N	Initial & Date
Resignation date: _____		
*New Address: _____		
Resignation notice turned in to Manager	Y N	
Exit Interview form completed & given to Manager	Y N	
Out processing scheduled with Human Resources	Y N	
Pick up last check or have it mailed*	Pick up mailed	
Purchase Card returned to Purchasing	Y N	
Purchase card transactions reviewed	Y N	
Card transactions have been processed & signed. If p-card processing is after you have left, leave original receipts with Manager for processing packet	Y N	
Travel advance(s) reviewed for outstanding travel	Y N	
Request to cancel/void travel advances that have not taken place (if not cashed)	Y N	
If advance was cashed but travel has not taken place, money is due back to the City; see admin	Y N	
Travel charges on P-card need settled as well.	Y N	
Outstanding travel advance(s) have been settled	Y N	
Travel Reimbursement: submit for processing if money due back. (Make sure to have good contact info or address for mailing check.)	Y N	
Timesheet completed & Manager has signed	Y N	
Office suite key returned Manager / Sup / Director	Y N	
Proximity Card/Employee Badge returned	Y N	
City Vehicle / Keys returned	Y N	
City Cellular Phone Returned to IT & accessories	Y N	
Laptop returned & accessories	Y N	
Name Plate, business cards & holders returned (unless giving to them to keep)	Y N	
Company uniforms / tools returned	Y N	
Parking permit / tag returned	Y N	
Books/City materials returned	Y N	
Personal items removed from work area	Y N	

Employee's initials: _____

Finance Department Dir./Mgr./Sup. Initials: _____ Date Completed: _____

*If applicable – these may differ in divisions