



CENTRAL OFFICE HUMAN RESOURCES  
EXIT CHECKLIST

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Last Date Worked: \_\_\_\_\_

The following items were returned to CUNY:

	YES	NO	N/A
Key (s) Building/Office/File Cabinets/Cars	_____	_____	_____
Security Pass/ID Card	_____	_____	_____
Parking Pass/Access Key	_____	_____	_____
Credit Card (s)	_____	_____	_____
Phone Calling Card	_____	_____	_____
Pager	_____	_____	_____
Cellular Phone	_____	_____	_____
Computer/Laptop, including flash drives	_____	_____	_____
Computer Passwords	_____	_____	_____
Personal Digital Assistant - IPAD/Tablet	_____	_____	_____
Tools/Other Equipment	_____	_____	_____
Written Material/Files/Documents	_____	_____	_____
Uniform (s)	_____	_____	_____
Other _____	_____	_____	_____

Explanation required for any items not returned:

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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Return completed Exit Checklist to Central Office Human Resources  
395 Hudson Street, 5th Floor, New York, NY 10014