

PROPERTY SEPARATION CHECKLIST

The following identifies the County's property that may be in the possession of an employee leaving County employment. All items checked must be collected by the supervisor or designee and returned to the department at the time of the exit meeting or when requested.

Department/Division Name _____		
Exiting Employee's Name _____		
Supervisor or Designee _____		
	Items	Date/Initial
	Computer/lap top	
	Blackberry	
	Cell phone/pager	
	Phone long distance calls	
	Office/Building Keys	
	County ID Badge <i>(return to County Security)</i>	
	Credit Card	
	Keys to County vehicle	
	Gas credit card	
	Calling card	
	Uniforms	
	Equipment/Tools	
	Firearms/Holster/Ammunition/Protective Wear	
	Other	

Supervisor's Name _____
Date _____ **Signature** _____

Exiting employee's Name _____
Date _____ **Signature** _____