

RETURN OF STATE PROPERTY & EXIT GUIDE FOR LEADERS

TEAMMATE INFORMATION:			
TEAMMATE NAME:	AGENCY & DIVISION:		
LAST DAY:	SUPERVISOR:		
PERSON RETREIVING PROPERTY:			
RETREIVE STATE PROPERTY (not all inclusive)			
<input type="checkbox"/> Keyless Access Card (send this badge to HR for disposal) <input type="checkbox"/> Laptops <input type="checkbox"/> Laptop Bag <input type="checkbox"/> Computer Monitor(s) <input type="checkbox"/> Desk Chairs <input type="checkbox"/> Keyboard/Mouse <input type="checkbox"/> Work Documents <input type="checkbox"/> State Vehicle <input type="checkbox"/> Cell Phones/Charger(s) <input type="checkbox"/> Keys (Desk, Cabinets, Buildings, Office Doors, Elevators) <input type="checkbox"/> Procurement Card <input type="checkbox"/> Parking Garage Tags (teammate is responsible for canceling parking) <input type="checkbox"/> Uniforms <input type="checkbox"/> State of Nebraska Knowledge Transfer Questionnaire <input type="checkbox"/> Other:			
RETRIEVE PINS/PASSWORDS			
Instruct the teammate to login to the device prior to leaving to ensure you can get into the device. If the PIN provided does not work, there is a fee to recover. In some cases, a new phone must be ordered at your expense.			
Cell Phone PIN:	Office Phone PIN:		
Apple or Samsung ID:	Apple or Samsung Password:		
SYSTEM/APPLICATION ACCESSES			
Human Resources Shared Services will archive and revoke access to the following: Payroll and Financial Center, Employee Work Center, Employee Development Center, email, and STN domain.			
<u>Supervisor is responsible for canceling any access not listed above. Consider the following:</u> <input type="checkbox"/> Office Depot Account - Supervisor emails as.materielpurchasing@nebraska.gov to cancel employee's Office Depot account ordering/approval privileges. <input type="checkbox"/> Other internet ordering accounts set up for state contracts. <input type="checkbox"/> Other accesses/accounts: <input type="checkbox"/> Other Notes:			
Supervisor Signature	Date	Teammate Signature	Date