



EMPLOYEE CHECK-IN / CHECK-OUT FORM

Employee: _____ Department: _____

Work Site: _____ Hire Date: _____ Separation Date: _____

Directions: Supervisors are responsible for completing and processing this form and for knowing the location of all property.

Supervisors distributing property to employees or accepting receipt of that property when an employee leaves the Office should use this form to keep track of the transactions by initialing for each item distributed or returned.

Property Description	Date Distributed	Initials	Date Returned	Initials	Comments	N/A
Departmental Items:						
Cell Phone						
Pager						
Lap Top Computer						
Work Materials & Supplies						
Keys						
Petty Cash						
Business Cards						
Time Sheet						
Other:						
Library Items:						
Books and Periodicals						
Subscriptions						
Other:						
General Services Items:						
Building Access Card						
Telephone Credit Card						
Gasoline Credit Card						
Duplicating Card						
Other:						
Accounting Services Items:						
Purchasing Card						
Cash Advances						
Other:						
Human Resources Items:						
Identification Badge or Card						
Resignation/Retirement Form						
Exit Interview Questionnaire						
Other:						

Supervisor's signature at separation: _____ Date: _____

Employee's signature at separation: _____ Date: _____