

EMPLOYEE END OF EMPLOYMENT CHECKLIST

Name: _____

Position: _____

My employment with Uintah School District will be discontinued for the following reason:

1. **Other employment** _____
2. **Spouse transferred** _____
3. **Contract ended** _____
4. **Other (Explain)** _____

Forwarding address for W-2 purposes: _____

Building Administrator, (Initial and Date)

- _____ **Return Keys**
- _____ **Return ID Badge**
- _____ **Fixed Assets Accounted For**
- _____ **Letter of Resignation**
- _____ **Enter last date of employment**
- _____ **Final Time Sheet**
- _____ **Return Purchasing Card**
- _____ **School Foods Balance Paid**
- _____ **Credit Card and Receipts**
- _____ **Legislative Supply Fund Receipts Submitted to Principal or School Secretary**

Employee Signature

Date

Administrator Signature

Date

Submit completed form to the HUMAN RESOURCES OFFICE along with the resignation letter and Identification Badge.