

EXIT CHECKLIST

Name		T#	
Library		Facilities	
Department Keys		Computer Access	
Safety Environment Clearance		Acct. Rec.	
Non-Hazardous Materials			
Hazardous Chemicals		Travel Advance	
Hazardous Waste		Moving Expense Reimbursement	
TTU ID Card		Phone Card	
Diners Club Card		Fitness Center Card	
Retirement Forms		New Address Form	
Christmas Club		Bonds	
Credit Union		Disability Insurance	
Hospitalization		Basic Life Insurance	
Optional Accident		AFLAC (?)	
Term		Universal Life	
Employee		Employee	
Spouse		Spouse	
Children			
Dental		Flexible Benefits	
Annuities		Other	
Sick Leave Bank			

Note: Your last check will be mailed. It will not be directly deposited into your financial institution.

Employee Signature

Date