

**ROGER WILLIAMS UNIVERSITY  
TERMINATION CHECKLIST**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Equipment Returned to University:

**University Access**

- Datatel
- E-Mail
- Passwords (several systems)
- Blackberry
- Long Distance Calling Card
- Other (specify)

**University Property**

- RWU Identification Card (s)
- Key (s)
- Telephone - cell
- Computer
- Automobile (s)
- Credit Card
- Other (specify)

**Notify:**  Information Technology    Facilities/Locksmith    Locksmith    Mailroom    Finance

Equipment returned to appropriate department?       Yes    No

---

Human Resources Exit Interview scheduled \_\_\_\_\_ @ \_\_\_\_\_

Personnel Action Form to Human Resources