

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