

For your convenience, this checklist contains some general administrative items that usually require attention when an employee leaves the workplace (i.e. through retirement, moving to another Ministry, or leaving the public service). Please be sure to customize this checklist to suit your Ministry's specific needs.

**A. ADVANCES/CREDIT CARD CHECK LIST - Supervisor: Identify applicable items and notify Accounts of any outstanding advances.**

		Yes	No		N/A
Temporary Travel Advance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Bank of Montreal Corporate Travel Card	<input type="checkbox"/>
Relocation Assistance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Bank of Montreal Purchasing Card	<input type="checkbox"/>
Petty Cash Advance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Bank of Montreal Business Transaction Account	<input type="checkbox"/>
Education Advance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	BC Ferries Travel Card	<input type="checkbox"/>
Other - specify:	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Other - specify:	<input type="checkbox"/>
	\$ _____				

**B. MINISTRY PROPERTY ACCESS CHECK LIST - Supervisor: Indicate which items have been issued and returned.**

ISSUED	RETURNED	
	Yes	No
<input type="checkbox"/> Annual Bus Pass (must be returned to Payroll Office)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Keys (to building, desk, bike facilities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Building Access Card	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ministry I.D. Card	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Taxi Credit Card/ Voucher book	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mobile Communication Device (e.g. Blackberry, Cell phone, Pager)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mobile IT Device (e.g. Laptop, USB Keys, iPad)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Library books	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parking Pass	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tools	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Office equipment at home (Modem, Ministry provided phone line, Computer, Fax, Printer, Software)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other - specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		

