DEPARTURE CHECKLIST

Please initial the box that you have completed the following:

EMPLOYEE NAME	WSU ID NUMBER	DEPARTURE DATE
TITLE	ROOM NUMBER	SUPERVISOR

<u>EMPLOYEE SECTION:</u>

_____ Letter of resignation submitted.

_____ Departure Email and Departure Checklist received and completed.

_____ Final Time/Leave Reports completed.

_____ Purchasing Card returned to Tina Bright.

_____ Travel Corporate Card returned to Brien Ragle.

_____ Cash advances paid or reconciled.

_____ Keys to offices and buildings returned to Key Office.

_____ Notify Spokane IT for assistance with computer data at spok.it@wsu.edu or 509-458-7748.

_____ Notify COM IT for assistance with computer data at XXXX

_____ University, COM, and/or Grant equipment returned to Chris Nieuwenhuis.

_____ Office, Lab, or other work space left clean and all personal items removed.

_____ Automatic payroll deductions stopped by employee (or withheld from remaining paycheck).

_____ COM departure personnel notified

_____ Parking permit returned.

_____ Contact information updated in Workday. See instructions here:

https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156964405

_____ Schedule Departure meeting with Department Chair.

IRB Research Protocols: (Must meet with Associate Dean of Research)

_____ I met with the Associate Dean of Research to discuss any open IRB Research Protocols.

_____ I do not have open research protocols with the IRB.

Principal Investigator (PI) leaving University or COM employment only:

_____ I met with Brett Oglesbee to discuss grants, contracts, subcontracts, outstanding invoices, and disposition of equipment.

EMPLOYEE SIGNATURE_____DATE_____

Business Office Completes

WD Termination Submitted	Resignation letter to HR	MAC 1025 Completed	Departure List Notified