

**The Evergreen State College  
EMPLOYEE CHECK-OUT FORM**

Transfer Agency: \_\_\_\_\_ Separation Date: \_\_\_\_\_  
(If applicable) Last Day Worked: \_\_\_\_\_

NAME \_\_\_\_\_ A#: \_\_\_\_\_  
(Last) (First) (M.I.)

1. **KEY SHOP (Lab II 1260):**

*This individual has no keys assigned or has returned all keys assigned to him/her.*

\_\_\_\_\_  
Signature, Key Shop Date

2. **PARKING OFFICE (SEM I 2150)**

*This individual has returned his/her parking decal(s), if issued, to the Parking Office.*

\_\_\_\_\_  
Signature, Parking Date

3. **LIBRARY, CIRCULATION (L 2300):**

*This individual has returned his/her library materials and/or media equipment.*

\_\_\_\_\_  
Signature, Head of Circulation Date

4. **COMPUTING & COMMUNICATION (L 1806):**

*This individual has returned his/her telephone credit cards if applicable. Data "ownership" sheet should be filled out by Supervisor. THIS STOP IS REQUIRED TO MAINTAIN THE TELEPHONE DIRECTORY, INTERNET, AND BANNER!!!!*

\_\_\_\_\_  
Signature, Date Departing Employee's Supervisor's Name

5. **STUDENT ACCOUNTS/ACCOUNTS RECEIVABLE (SEM II, E2106):**

*This individual has no outstanding accounts due to the College.*

\_\_\_\_\_  
Signature, Accounts Receivable Date

6. **REGISTRATION AND RECORDS (SEM I, 3113):**

*This individual has turned in all credit/evaluation actions and his/her identification card.*

\_\_\_\_\_  
Signature, Registrar Date

7. **COPY CENTER (L 0205):**

*This individual has returned his/her copy card if applicable.*

\_\_\_\_\_  
Signature, Copy Center Date

**PLEASE RETURN THE COMPLETED FORM TO PAYROLL OFFICE (L 1117)!!!**