

**NORTHWEST FLORIDA STATE COLLEGE
Employee Exit Processing Form**

Employee Name _____ Phone: _____

Forwarding Address _____ Personal E-mail: _____
(For W-2 Purposes) (Optional)

PLEASE NOTE ACCESS TO COLLEGE E-MAIL STOPS LAST WORK DAY

Unless otherwise noted, the below listed signatures confirm that I have no outstanding obligations to NWF State College and have in my possession no public records* or equipment of NWF State College:

1. College Equipment (to include cell phone, laptop, etc.): _____
(Signature of Supervisor)

2. Library Books/AV Materials: _____
(Signature of Library Services)

3. Keys turned in and/or Equipment: _____
(Signature of Physical Plant)

4. Financial Obligation: _____
(Signature of Business Office)

5. College Credit Card: _____
(Signature of Purchasing Office)

6. Human Resources Actions:

IT Request for Removal from System		Website E-mail	
Retirement Record Completed		New Retiree Debit/ID Card	
Letter of Resignation Received		Debit/ID Card Returned	
Health Insurance		Life Insurance	
FRS Request for Refund		WageWorks Card Returned	
Payroll Notified		Foundation Notified	
Parking Decal		Financial Aid Notified	

Final Check: _____

Other: _____

(Signature of Human Resources) (Date)

Acknowledged: _____
(Signature of Employee) (Date)

(*) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characters, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.