



MONTANA STATE UNIVERSITY
NORTHERN
EMPLOYEE CHECK OUT LIST

RETURNED:

- _____ Room keys to Physical Plant (do a key return form)
- _____ Building keys to Physical Plant (do a key return form)
- _____ Keys to Campus Housing
- _____ MSUN Northern Equipment, tools, supplies
- _____ Gas card/Paris Charge card
- _____ All software copies
- _____ Library Books and publications
- _____ Other

PAID:

- _____ Travel advances
- _____ Parking fines
- _____ Library fines
- _____ Housing charges
- _____ Class and lab fees or charges
- _____ Other

HR:

- _____ Resignation letter
- _____ Final check
- _____ Take off e-mail list (transfer files to another account)
- _____ Take off Employee Wellness mailing list
- _____ Take off the MSUN Emergency Alert System

I certify that to the best of my knowledge, I have returned all property belonging to MSU-Northern and paid any amounts due. If I have overlooked something, I understand that MSU-Northern or the State of Montana will deduct charged from amounts due me 10 days after notifying me of such changes at the following address:

Employee Signature: _____ Date _____

Forwarding Address: _____

Supervisor's Signature: _____ Date _____

(Form must be completed prior to signing final time sheet)

Please return completed form to Human Resources office.