

# JPPSS Technology Division

## Resignation Checklist for Employee

✓	NA	Technology Equipment	Turn in To	Notes
		Key Card	Supervisor	
		Door Key	Supervisor	
		Desk/File Cabinet Key	Supervisor	
		Laptop	Supervisor	
		Laptop Case	Supervisor	
		Phone (Blackberry/Cell)	Supervisor	
		Tools/Parts/Equipment	Supervisor	
		iPod	Supervisor	
		Projector	Supervisor	
		Air Card	Supervisor	
		Digital Camera	Supervisor	
		Flip Camera	Supervisor	
		Video Camera	Supervisor	
		Other	Supervisor	

Please Note: Supervisor - Please return this form and equipment to Vincent DiCarlo

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date