

**Canby School District
Separation/Transfer Checklist
PROPERTY / EQUIPMENT**

Prior to separation from Canby School District (CSD), or transfer to another department, all CSD employees will checkout with their supervisors. All CSD property will be returned to the supervisor. Employee is responsible for prompt removal of personal property. Please note, CSD email accounts will be disabled for anyone ending employment.

School/Dept.	Items to be Returned (If Applicable)	Property Returned	
		Employee initials	Supervisor Initials
	1) All CSD Keys 2) CSD and/or Building ID Badges 3) Any equipment/tools issued by CSD 4) Pager, phone or other two way communication devices 5) Laptop (+ accessories; e.g., mouse) 6) Thumb Drive(s) 7) iPad / Tablet (+ accessories) 8) Procurement Card 9) Other (list): _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
School/Dept.	Intellectual Property (If Applicable)	Property Returned	
	1) Electronic Files (provide password if necessary) *CSD email will be disabled; please transfer or delete any personal information prior to your last day 2) Paper Files 3) Other (list): _____ _____	_____ _____ _____	_____ _____ _____

Supervisor to send email notification to their department/school regarding the employee who is leaving or transferring; send to other departments as necessary.

All CSD property has been returned. I am aware that failure to return all CSD property issued to me may result in CSD taking action to recover any property not returned. I acknowledge that I have taken my personal property with me.

Employee's Signature/Date

Supervisor's Signature/Date

Employee Printed Name
cc: Personnel File

Supervisor Printed Name