



Office of Human Resources
EXIT CHECKLIST

4901 E. Carson St.
Long Beach, CA 90808
(562) 938-4372

Instructions: For use by employees leaving Long Beach Community College District employment. Gather all required signatures below and return this form to the Office of Human Resources (T-1045).

NAME _____ EMPLOYEE ID # _____
POSITION _____ DEPARTMENT _____
TERMINATION DATE _____

REQUIRED SIGNATURES: Returned form **must** be complete with all required signatures

- **Supervisor/Dean/Dept Head** _____
(Cell phone, pager, laptop, computer, procurement card, FLSA report, etc.)
- **Library – Building L, Circulation Desk** (Library Official for books, etc.) _____
- **Cashier’s Office – Building A** (Gas credit card, conference, etc.) _____
- **Building Keys/Omni Code(s), Vehicle Keys – Building Z** (Facilities) _____
- **FACULTY ONLY: Dean of Admissions and Records – Building N** _____
(Absence reports, grades, etc.)

ALL PRECEDING CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO RETURNING TO HUMAN RESOURCES.

- **Human Resources – T-1045** _____
(Employee ID card, parking permit, completed checklist)

ALL District resource issues MUST be settled or Fiscal Operations will make appropriate deductions from your last paycheck.

I have read and acknowledge the above statement.

Employee Signature _____ **Date** _____