

\_\_\_\_\_ will be terminating his/her employment at Turtle Mountain Community College on \_\_\_\_\_.

Following is a check list which must be completed before this employee receives his/her final paycheck.

Library materials have been returned

S/ \_\_\_\_\_  
Librarian Date

Leave is up-dated/Personnel file is completed

S/ \_\_\_\_\_  
Human Resource Director Date

All TMCC equipment is returned

S/ \_\_\_\_\_  
Inventory Central Date

All travel/computer purchases have been settled with the Business Office/Cobra Forms have been completed

S/ \_\_\_\_\_  
Business Office/Debbie Peltier Date

All keys and swipe cards have been returned

S/ \_\_\_\_\_  
Comptroller Date

All Technology items that were checked out have been returned

S/ \_\_\_\_\_  
Technology Date

All reports, current assignments, time & effort reports and requested exit paperwork have been submitted

S/ \_\_\_\_\_  
Immediate Supervisor Date      Sponsored Programs Date

All Books have been returned to the Bookstore

S/ \_\_\_\_\_  
Bookstore Date

Grades submitted to include Incompletes (Faculty Only)

S/ \_\_\_\_\_  
Registrar Date

CONCUR:

\_\_\_\_\_  
Comptroller Date

SEE OUR WEB PAGE AT: <http://www.tm.edu>

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30 North LaSale, Suite 2400, Chicago IL 60602

**TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**