Information Technology User Security Exit Form

Instructions: Form to be completed by the employee leaving the University. It is to be given to a Human Resources representative at the time of the exit or prior to the last date of employment. Laptops, including the power adapter(s), **must be returned to the IT Help Desk** on or prior to the last date of employment. If any items are not returned, the University reserves the right to withhold your final paycheck or deduct the cost of any items(s) not returned.

Name: _____   Last Day of Employment: _____

Dept: _____   Building: _____ Room: _____

Employee Telephone #: _____

Manager: _____   Manager Telephone #: _____

Please indicate the types of Information Technology equipment that needs to be returned:

Do you have a laptop or desktop?
Wilkes Asset Tag # _____
☐ Laptop w/ charger(s) Qty: _____   Date returned to IT Help Desk: _____
☐ Desktop
Do you have a University-issued cell phone and/or tablet?
☐ Cell Phone   Date returned to IT Help Desk: _____
☐ Tablet

Please indicate the types of Information Technology access you currently have:

Banner User ID: _____
Active Directory/Email User ID: _____

Do you have physical access (card swipe or keys) to any secured computer labs, data closets, data centers, telephone equipment or IT storage areas?	
☐ Yes	☐ No
If Yes, has that access been revoked?	
☐ Yes	☐ No
Are you a currently enrolled student?	
☐ Yes	☐ No

Employee Signature: _____ Date: _____