|  |  |
| --- | --- |
|  | **H-S 32.1 – Employee exit checklist**For manager (or delegate) to record the return of property and information on last day |
| Worker / contractor’s Name (please print): | Position: |
| Site: | Last day: |
| Name of Person completing this form: |  |

| **Tick yes to confirm the item was returned to Scouts NSW** | **YES** | **NA** | **COMMENTS** |
| --- | --- | --- | --- |
| **Property Returned** |  |  |  |
| Lap top, including charger* *Please return the lap top to the IT team to enable reconfiguration.*
 |  |  |  |
| Security Swipe Card / Keys* *If swipe card is not returned, contact IT to disable the card ASAP*
 |  |  |  |
| Mobile Phone |  |  |  |
| Lifestyle Card (State Office Only) |  |  |  |
| Soft copies of work documents saved to appropriate directory |  |  |  |
| Hard copies of important work archived / handed to manager |  |  |  |
| IT notified to disable Scoutlink and email access (or redirect email) |  |  |  |
| IT notified to update Scout link |  |  |  |
| Credit Card/Debit card |  |  |  |
| Corporate On-line token |  |  |  |
| Other: |  |  |  |

Please submit a photo or scanned image of this completed form to Assistant Accountant C/O Scouts NSW State Office info@nsw.scouts.com.au