BOWLING GREEN STATE UNIVERSITY
CHECKLIST
FOR FACULTY MEMBERS LEAVING UNIVERSITY EMPLOYMENT

NAME: ________________________________  BGSUID#: ____________________________

DEPT: ________________________________  Full-Time: □  Part-Time: □

LAST DAY OF WORK (day, month, year) ________________________________

FORWARDING ADDRESS:

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Employee Checklist:

- [ ] Contact Benefits Office (372-8421) to discuss insurance cancellation or conversion
- [ ] Return books and materials to Library
- [ ] Contact Bursar's Office to clear all outstanding accounts

Department Office or Dean's Office Checklist:

- [ ] BG1 Card/Photo ID returned. *(Retiree turn in your BG1 Card to BG1 Services, 130 BTSU and receive a new ID card indicating you're retired.)*
- [ ] Purchasing Cards, Department Charge Cards returned.
- [ ] Keys returned (return to Key Office)
- [ ] Close Parking Account *(Retiree use your account until the expiration date. If a new account is needed for the Academic year stop into Parking Services before current account expires. If Emeritus take your documentation stating so.)*
- [ ] University equipment returned (Computers, laptops, iPad, cell phone, etc)
- [ ] Remove all computer accounts. Contact Information Technology Services. *(As a Retiree you will have continued access to your BGSU email.)*
- [ ] Remove access to PeopleSoft applications (e.g. FMS, CSS) through the Information Technology Services webpage.
- [ ] Remove phone service through the Information Technology Services webpage.

Employee Signature Date

Chair/Director Signature Date

Dean Signature Date

Revised 5/22/2018

For College Use Only:

Send original to:
Provost's Office
230 McFall Center

Send copies to:
Benefits Office
Bursar's Office
Human Resources
Information Technology Services
Library Dean
Payroll Office