

# PROPERTY RETURN

- When an individual leaves employment with the university, a number of details must be attended to, both by the employee and the employing department. Employees separating from the university should arrange with their supervisor or department head to return all university property in their possession and settle any accounts with the university prior to their separation.
- Property should be returned when an employee transfers from one department to another department within the university as well.
- Accounts to be settled may include such things as parking or library fines, tuition and fees, advances or overpays, personal phone calls, and so on.
- Departing employees may need to consult with the Office of Human Resource Services - Benefit Services, regarding such things as health insurance and retirement rollovers.



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## **Examples of property that should be returned include, but are not limited to:**

**keys, identification cards, university-issued credit cards, computer hardware and software, cell phones, classroom materials (such as grade books/files, completed exams), sponsored project files, etc.**

