The University of New Mexico Faculty Check-Out List

Name: Banner ID:				
Department:				
Last Working Date:	Resignation Date:		:	
The Faculty Check-Out List is provided to assist in an orderly exit from the University of New Mexico. You must check out with the departments that have been indicated by a check . Please return this form to your Department Administrator prior to your departure. Your assistance is greatly appreciated. Forwarding Address for W2: Address: City, State, ZIP: Telephone Number:				
IF Applicable Please check the items that are applicable and get the appropriate				
Purchasing (turn in Purchasing card: Inventory Control (turn in University Equipment:				
Safety and Risk Services (SRS) Turn in University Driver's Certificate Complete Retirement Refund/Rollover Form at (http://payroll.unm.edu/forms.htm) (if withdrawal of contributions is desired)				
REQUIRED:				
Item	Responsible Area		Authorized Signature	Date
Department /School/College to process separation paper work	College/School has submitted EPAF to Faculty Services Office	y Affairs &		
Issuance of Benefits Information	Muman Resources – Benefits Office UNM Business Center (505) 277-6947			
Current on Account Balances	□ Bursar's Office UNM Business Center			
UNM I.D. Card	Lobo Card Office http://lobocard.unm.edu/ (505) 277-9970			
Parking Services	Parking Services Office http://pats.unm.edu/ 277-1938			
Circulation Desk	☐ General Library			
Physical Plant Lock Shop	Turn in Keys (PPD main campus # 277-106 If at a branch campus or in an area that has its of the department will communicate the process for keys.	own process,		
For Department Use Only:	☐ Turn in the following items: ✓ Cell Phone			
FINAL STEP BEFORE PAYROLL	✓ Laptop Deactivate the following items: ✓ Calling Card ✓ Long Distance Code ✓ Alarm Code ✓ Voicemail			
Return completed Separation Check list	Payroll Office UNM Business Center			