

MCCE departure checklist



THE UNIVERSITY OF ARIZONA
Cooperative Extension
Maricopa County

Prepare for your departure:

- Submit all final financial paperwork, including PCard transactions, mileage reports, and other financial obligations.
- Change ownership of files on Google Drive, OneDrive, Box (other than MCCE folders)
- Change ownership of items from other online sources, such as Qualtrics and ArcGIS
- Remove all personal files from laptop.
- Move program related files from laptop to the workgroup.
- Move program related files from your home directory to the workgroup.
- Redo your voicemail message, directing callers to the person assuming your duties.
- Create an auto-reply or "vacation" email message to let people know you are no longer with the UA and who they can contact.

Have these items with you on your last day at the office:

- Laptop and charger
- Laptop bag
- Keycard
- Office Key
- Nametag
- CatCard (Employee ID Card)
- P-Card
- Cell Phone and Accessories
- Other moveable assets: _____

Arrange meetings with Cathy Munger, Mary Conner, and Eunice Gonzales to turn in the listed items on your last day at the office. ***It is the responsibility of the exiting employee to make the appointments.***

Exiting employee

Date

Cathy Munger

Date

Mary Conner

Date

Eunice Gonzales

Date