



# PROPERTY CONTROL End of Employment Form

Property Control Office  
P:508.999.8028  
F:508.999.6414

Upon completion of employment, all University tagged property, must be accounted for before the last day of service. Please work with your supervisor to complete this form for any property assigned to this employee. For assistance call Paul LeBlanc, Property Control Office at extension 8028 or Annemarie Currie, Information Systems/Financial Reporting Coordinator at extension 8084.

- All FILP (Faculty Instructional Laptop Program) laptops need to be returned to CITS, in the Library, Office Suite 440.
- Please use the Unusable/Obsolete Form for property you wish to dispose. This can be found on the Property Control website: [http://www.umassd.edu/admin\\_finance/departments/administrativeservices/propertycontrol/](http://www.umassd.edu/admin_finance/departments/administrativeservices/propertycontrol/)

Employee Name: \_\_\_\_\_ Department Name/Number: \_\_\_\_\_

### Property Reassigned to:

Tag #	Item Description	New Custodian	New Bldg/Rm #	New Department	Custodian Sub Category*** IT equipment only
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

\*\*\*Choose one: **CompLab**: located in a student lab, **Lab**: used in research labs, **FILP**: faculty instructional laptop, **Student**: assigned to students, **Loaner**: Loaner Computer, **Dept**: dept workstation, **PTVL**: part-time visiting lecturer, **Primary**: used on a daily basis

**FILPS Returned to CITS** (Library, Office Suite 440.) **Tag Number** \_\_\_\_\_ **Item Description** \_\_\_\_\_

**Mobile Phone Returned** (Foster Admin Building, Room 213) **Date:** \_\_\_\_\_ **Procard Returned Date:** \_\_\_\_\_

**Gas Card/State Gas Key Returned** (Foster Admin Building, Room 213) **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITS FILPS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please return form within 30 days to Annemarie Currie, Administration Building, Room 213; Phone 508.999.8084; Fax 508.999.8997.  
Any property assigned to the employee listed above and not accounted for, will be reported to the Public Safety Department.**

**Property Control:** \_\_\_\_\_ **Date:** \_\_\_\_\_