



PROPERTY CONTROL
End of Employment Form

Property Control Office
P:508.999.8028

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 Sharon Fusco, Property Control Office at extension 8028.

- All FILP (Faculty Instructional Laptop Program) laptops are to be returned to CITS, in the Library, Office Suite 440
Procards: contact UPST to deactivate 774-545-8778
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/

Employee Name: Department Name/Number:

Property Reassigned to:

Table with 6 columns: Tag #, Item Description, New Custodian, New Bldg/Rm #, New Department, Custodian Sub Category*** IT equipment only. Rows 1-8.

***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 (Library, Office Suite 440) Signature Date

State Gas Key Returned (Facilities in Modular 2) Signature Date

Employee Signature: Date:

Department Head: Date:

CITS FILPS: Date:

*Please return form within 30 days to Sharon Fusco, Property Control Office or email to propertycontrol@umassd.edu
**Any property assigned to the employee listed above and not accounted for, must be reported to the UMD Police Department.

Property Control: Date: