

ENTRY and EXIT CHECKLIST

The Entry/Exit Checklist must be completed by the immediate supervisor and employee on the first day of employment and prior to the terminated or transferred employee’s last work day. The employee and the immediate supervisor must account for all items and equipment listed below and the equipment listed on the attached inventory sheet(s). If all items and equipment are not accounted for, the immediate supervisor shall assume total responsibility for any unaccounted for items or equipment. Additionally, the immediate supervisor shall assume total responsibility and liability if this process is not completed.

RECEIVED

RETURNED

- | | | |
|-------|-------|---|
| _____ | _____ | KEYS |
| _____ | _____ | I.D. Badges/Building Access Card |
| _____ | _____ | Telephone, Gas or other Credit Cards issued by MDE |
| _____ | _____ | Cell Phones |
| _____ | _____ | UNIFORMS |
| _____ | _____ | TOOLS |
| _____ | _____ | Assigned equipment, not on inventory (documentation attached) |
| _____ | _____ | Parking Decal |

We certify and verify that all items listed above and the equipment listed on the attached inventory sheet has been issued to the employee on the date listed. (Entry)

_____	_____
EMPLOYEE SIGNATURE	DATE

_____	_____
SUPERVISOR SIGNATURE	DATE

We certify and verify that all items listed above and with the equipment listed on the attached inventory sheet are accounted for at the time of employee’s last work day. (Exit)

_____	_____
EMPLOYEE SIGNATURE	DATE

_____	_____
SUPERVISOR SIGNATURE	DATE

OFFICE OF: _____