

**PROPERTY TRACKING FORM**

**EMPLOYEE NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **SOCIAL SECURITY #** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **ACCOUNT CODE #(s)** \_\_\_\_\_ **EMPLOYEE Phone:** \_\_\_\_\_

**Dept Mail Stop Code (MSC)** \_\_\_\_\_ **SUPERVISOR'S NAME & TITLE:** \_\_\_\_\_ **SUPERVISOR Phone:** \_\_\_\_\_

- The Department Head/Supervisor is responsible for completing the Property Issuance side of the form for all employee's under their jurisdiction and updating the form as additional property is assigned. Form is to be maintained in the Employee's Department files. The Department Head is responsible for ensuring the return of all DMC equipment/property at the employee's time of separation.
- Completed original form along with the employee's final timesheet signed by the supervisor must be submitted to the Payroll Office at MSC #10 on or before the employee's last day of employment.
- Separating employees must return all issued property to the department head/supervisor before their last day of employment in order for the final paycheck to be released.
- Department Head/Supervisor must return the employee's ID card to the Downstate Card Office at MSC #1219.
- Department Head/Supervisor is not required to complete shaded areas.
- Department Head/Supervisor must copy all departments as noted below and specify what DMC systems the employee's access is to be deleted from.

Name Of Item	PROPERTY ISSUED TO EMPLOYEE					PROPERTY RETURNED			
	Date Issued	Print Name of Issuer	Signature of Issuer	Employee Signat of Receipt	Equip Tag # (if applicable)	Name Of Dept/ Unit Returned To	Print Name Of Authorized Receiver	Signature Of Receiver	Date Returned
Departmental Keys									
Cellular Phone #									
Beeper #									
Laptop Computer #									
Off-Site Desktop Computer #									
Off-Site Printer/Scanner other:									
Laboratory Equip.									
Radiation Tag									
Lab Coat(s)									
Uniform(s)									
ID Card									
Parking Keycard/FastPass									
Student Center Membership Card									
DHR Exit Interview – Voluntary (Separations UHB Staff only)									
Other DMC Property :Attach Additional Sheets if required									

**Check all that apply:**

- Resignation or Retirement
  - Involuntary Termination
  - Transfer to different DMC department, specify dept. \_\_\_\_\_
  - Transfer to different pay source (Specify new entity) \_\_\_\_\_
  - Transfer to unpaid status
- Specify last date of work: \_\_\_\_\_

**Delete All Access**      **Yes**      **No**

Information Services           

Telecommunications           

(Specify all electronic systems that employee is to be removed from [i.e., E-mail, Cerner, Eagle, etc.]) \_\_\_\_\_

**Original:** Payroll – Attach copy of Final Timesheet.

**send copy to:** Downstate Card Office – Attach ID card (MSC 12).  
 Student Center-for Student Center Membership (MSC 114)  
 University Police – for Parking/ Door Access Systems (MSC 1201)  
 Information Services for noted Data System Access (MSC 17)  
 New Department - for Internal Transfers Only

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

\_\_\_\_\_  
**Department Head Signature**      **Date**  
 Verifying Return of all Issued Property