

SUPERVISORY CHECK LIST (Transfers)

Name _____ Job Classification _____
Dept. or Plant _____ Work Group _____
Date of Employment _____ Date of Separation _____
Home Address _____

I. RETURN OF COMPANY PROPERTY: (Please Check)

- All company keys and access cards
- Identification badge and/or card cut in half and send to HR
- Tools and instruments
- Automotive equipment
- Portable PC
- Company Credit Card/AT&T, cut in half and send to HR
- All company materials: Policy Manuals, reference books; Standards books; Safe Work Procedures book etc.
- Employee Obligations- Amount
Loans/Notes \$ _____
Accounts Receivable \$ _____
Travel /Trip Advances \$ _____
Other \$ _____
- Any and all other items of company property

II. NOTIFICATION

- Notify I.S./Data Security of password codes
- Signed Transferring Employee form from employee confirming employee is aware of the Internal Code of Conduct, and all rules, policies and procedures associated with affiliate rules and code of conduct

Supervisors Signature Date

Original to Affiliate Rules Compliance, A-TCBY-27B. Copy to be retained by supervisor.