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ACCESS AND EQUIPMENT RETURN

EMPLOYEE	LAST DAY	MANAGER	IT CONTACT

Accounts and access

System	Action (disable, transfer, forward)	Date	By	Done
Email and calendar				☐
Single sign-on / directory				☐
File storage, shared drives				☐
Chat and video				☐
CRM / customer systems				☐
Finance, payroll, bank access				☐
Company social media				☐
Building alarm / door codes				☐
Phone number / voicemail				☐
Other software				☐
Other				☐

Equipment and property

Item	Asset / serial no.	Condition	Returned	Checked by	OK
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Employee _____ IT / manager _____ Date _____