

**Appendix FM-13**  
**Maricopa County Community College District**  
**Employee Return of Property and Assets Procedures**



Employee Property/Asset Assignment, and Separation Checklist

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Site/Department \_\_\_\_\_ Date \_\_\_\_\_

**Inventory of Property and Assets:**

Specify item	Date Assigned / Initials	Date Returned / Initials

**I acknowledge the use and required return of property and assets listed above, and if not returned by me, the replacement value may be withheld from my wages.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

The employee and supervisor will initial and date each time property and assets are assigned and/or returned throughout the period of employment. Upon **transfer** to another budget area, or upon termination, resignation, or retirement, collection of all property and assets is to be recorded, signed and dated by both. **Submit this form and the employee's contact address and phone number to Employee Relations Dept., District Human Resources when completed.**

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The following procedure is to facilitate compliance with Administrative Regulation 1.11.2 Employee Return of Property and Assets.

**Employee Property/Asset Assignment, and Separation Checklist**

The Employee Property/Asset Assignment, and Separation Checklist (Checklist) provides on-going inventory of property and assets. It is to be updated whenever new property and assets are both assigned and returned. The Checklist reinforces Administrative Regulation Section 1.11.1 *Off-Premise Property Loan* that governs the loan or off-premise use of physical property. Items requiring a completed Property Loan Agreement must be included on the employee's Checklist.

**Property and Assets**

Property and Assets include but are not limited to:

- Access to all MCCCDC networks and communication
- Computer, monitor, keyboard and peripherals \*\*
- Laptop, Printer \*\*
- Software, **if assigned to individual**
- Long Distance Calling Card
- Magazine subscription
- Institutional membership
- Procurement Card, Vehicle Fuel Card
- Cell Phone and Related Equipment, Pager, Palm Pilot \*\*
- Identification Badge/Card Key, Department Key
- Work-related Tools & Equipment, **if assigned for off-premise use** (e.g., camera, musical instrument)
- Home Data Connections: telephone, computer, high-speed line (e.g., cable)
- Petty Cash, Cash Advances (**not required on Checklist**; recorded and monitored by respective fiscal officers)

*\*\* A Property Loan Agreement must be completed for off-premise use of all items.*

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**Termination, Resignation, Transfer or Retirement**

Upon termination, resignation, transfer or retirement, the employee's supervisor will:

- a) Forward
  - 1) employee's letter of resignation or retirement, or notice of transfer or termination,
  - 2) employee's contact address and phone number, AND
  - 3) the completed *Employee Property/Asset Assignment, and Separation Checklist* (or the substitute form established for use by the College or District division\*) to **Human Resources** for final determination of possible salary overpayment payoff agreements, balance of vacation & sick leave, professional growth outstanding liabilities, tuition waiver eligibility suspension, and/or outstanding petty cash/cash advances, or other asset responsibilities.
- b) Notify **Information Technology** to disable employee's access to all MCCCDC data and communication systems and networks, or to modify as necessary.
- c) Notify **Building Security** or **College Safety** to revoke, or modify as necessary, access to facilities.

\* A **basic asset assignment sheet and checklist form** for logging assigned property and assets follows. However, substitute forms may be developed by each College to be used for this purpose, providing these forms include all information on the approved basic form. **All forms used for this purpose MUST include this statement, these dated signatures, and the directions at the bottom:**

**I acknowledge the use and required return of property and assets listed above, and if not returned by me, the replacement value may be withheld from my wages.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

The employee and supervisor will initial and date each time property and assets are assigned and/or returned throughout the period of employment. Upon **transfer** to another budget area, or upon termination, resignation, or retirement, collection of all property and assets is to be recorded, signed and dated by both. **Submit this form and the employee's contact address and phone number to Employee Relations Dept., Human Resources, District Office when completed.**