

TERMINATION ASSET CHECKLIST

Employee Name: _____ Departure Date: _____

ITEM

RECEIVED BY

(Company representative to initial)

Motor Vehicle keys

Fuel Cards

Amex Card

Security Pass

Car Park Pass - Interstate

Desk Keys

Makeup & Wardrobe

Laptop

iPad

Other Office Equipment

Mobile phone, incl. accessories

Cabcharge Card/Dockets

Business cards

National Visits Media Card

FBT Declarations

Filled in and returned to finance

TOILS Balance: _____ Employee Sign-Off on TOIL Balance

If applicable

Email address for final payslip

Signed by Employee

Print Name

Signed by Company representative

Print Name