

BACHMAN MACHINE COMPANY
TERMINATION CHECK LIST

Employee Name: _____ Date _____

Position: _____ Employee No. _____

Social Security Number: _____ - _____ - _____ Termination Date: _____

(V) (I) Reason: _____

Keys

- | | | |
|---|---|--|
| <input type="checkbox"/> Building(s) | <input type="checkbox"/> Storage Area(s) | <input type="checkbox"/> Other/Explain _____ |
| <input type="checkbox"/> Office(s) | <input type="checkbox"/> File Cabinet(s) | _____ |
| <input type="checkbox"/> Desk(s) | <input type="checkbox"/> Plant Vehicle(s) | _____ |
| <input type="checkbox"/> Lockers(s) | <input type="checkbox"/> Company Car(s) | _____ |
| <input type="checkbox"/> Parking Lot(s) | | |

Credit & Other Identification Cards:

- | | | |
|---|--|--|
| <input type="checkbox"/> Visa Card(s) | <input type="checkbox"/> Gas Card(s) | <input type="checkbox"/> Other/Explain _____ |
| <input type="checkbox"/> Benefits Card(s) | <input type="checkbox"/> Credit Card(s) | _____ |
| <input type="checkbox"/> Bar Code ID. | <input type="checkbox"/> Telephone Card(s) | _____ |

Other :

- | | |
|--|--|
| <input type="checkbox"/> Tools Issued By The Company | <input type="checkbox"/> Lock Outs With Key(s) |
| <input type="checkbox"/> Uniforms (See other side) | <input type="checkbox"/> Cell Phone/Car Phone(s) |
| <input type="checkbox"/> Lap Top Computer(s) | <input type="checkbox"/> Pager(s) |

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resource Mgr. _____ Date: _____