

PRE-EXIT PROCESS INVENTORY LIST- RESEARCH

Employee's Name: _____ Employee's HRID: _____

Employee's SS#: _____ Employee's Org. Code: _____

Office Room #: _____ Office Phone #: _____

Corporate American Express Card #: _____

Pro-Card #: _____

Calling Card/ Phone Card #s: _____

Business Cellular Phone #: _____ Pager #: _____

Business Home Phone Line #s: _____

Office Equipment (Type [e.g.: Laptop, Printer, FAX], Model and Serial #):

AT&T Business Equipment at Home (Type, Model and Serial #, networking, cable modem):

E-Mail ID: _____ Other System Access IDs: _____

Project Accounts: _____
Dial UGN Token Card/SecureNet Key (Y/ N?): _____ Security Clearance (Y/ N?): _____

Office Keys (Yes or No?): _____ Lab Keys (Specify): _____

Lab System (Host Name): _____

Access Cards (Specify): _____

Lab Notebooks (Specify): _____

Other Intellectual Property, Patents, Etc. (Specify): _____

Pending Patent Filings _____

of Unused Current Year Vacation Days: _____

of Approved, Carry-Over Vacation Days: _____

Participant in Tuition Assistance Program(Yes or No?): _____

Signature: _____ Date: _____