



**CITY OF CORAL GABLES
DEPARTMENT OF HUMAN RESOURCES
SEPARATION CHECKLIST/RETURN OF CITY PROPERTY**

Separating Employee's Name: _____

Separating Employee's Department: _____

City Representative: Please initial next to each applicable item that is returned and indicate "N/A" next to each item that is not applicable to the separating employee:

_____ Employee identification/security card (*City Representative to forward to the Human Resources Department*)

_____ City Vehicle Keys

_____ Building Keys

_____ Desk/File Keys

_____ Fuel Keys (*City Representative to forward to the Public Works/Automotive Division*)

_____ P-Card (*City Representative to forward to the Finance Department*)

_____ Gas Card (*City Representative to forward to the Finance Department*)

_____ Uniform(s)

_____ City Badge (*e.g. Police/Code Enforcement/Parking Enforcement badge*)

_____ City Issued Weapons (*e.g. Police Department*)

_____ City Cell Phone (*City Representative to forward to the Information Technology Department*)

_____ City Laptop/Computer (*City Representative to forward to the Information Technology Department*)

_____ City Parking Permits/Decals/Plaques (*City Representative to forward to the Parking Division*)

_____ Tools (*Please list*): _____

_____ Other department issued equipment (*Please list*): _____

Separating Employee Signature

Date

City Representative Signature

City Representative Print Name