

UCAR Recovery of Corporate Property Form

SEND COMPLETED FORM TO PAYROLL

Employee/Visitor Name: _____
Date of Termination: _____

Lab/Division/Program: _____
Employee/Visitor ID #: _____

Instructions:

1. Departing employee/visitor identifies all property returned (or "not applicable") , signs form and forwards items and form to supervisor.
NO LINES SHOULD BE LEFT BLANK.
2. Supervisor/Host verifies items noted on form are returned or takes steps to recover items, signs forms, and forwards form and recovered property to lab/division/program administration.
3. Lab/Division/Program administration verifies that items noted on form are returned or takes steps to recover items, signs and forwards form to Payroll, and appropriately returns recovered property to designated department.

Responsibility of Employee/Visitor and Lab/Division/Program:

Item:	Identify Property Returned OR Mark as "Not Applicable" OR Sent email notification
1. Keys/Access Card/Bus Pass	
2. Uniforms/Tools	
3. Equipment on Loan	
4. Transfer of Equipment for which you are the Responsible Person	
5. Library Books/Journals	
6. Office Copies of Books/Journals	
7. U.S. Government I.D. Cards	
8. Business Continuity Plans	
9. Significant Records/Files	
10. Magnetic Media/Tapes	
11. OSD/CISL logon(s)	
12. Cryptocard	
13. Relocation in past 12 months?	
14. Lab/Division/Program logon(s)	
15. Other Manuals	
16. Telephone Credit Card(s)	
17. U. S. Bank Travel Visa	
18. J.P. Morgan Chase Procurement Card and expandable receipt file	
19. Hertz Credit Card(s)	
20. Miscellaneous Items	

I certify that I have properly identified and returned all equipment/property/monies or other UCAR items assigned to me.

Employee/Visitor Signature: _____ **Date:** _____
Supervisor/Host Signature: _____ **Date:** _____
Div/Program Administrator Signature: _____ **Date:** _____

Responsibility of Finance Department:

Item:	Authorized and Dated as Cleared OR Mark as "Not Applicable"
Advances/Charges:	
21. Travel Advances/Expenses	
22. Petty Cash Adv/Custodianship	
23. Personal Shipment Charges	
24. Housing Deposits	
25. Tuition	
26. Payroll Advances	
27. Personal Telephone Calls	
28. Cafeteria Charges	

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PROPERTY LEGEND

1. Includes building and/or office keys, employee identification card including RTD bus pass.
2. Includes any Corporate owned or rented uniforms and/or tools.
3. Includes any Corporate or Sponsor leased/owned equipment at home or off-site. Return the equipment to the Lab/Division/Program Division Property Administrator (DPA). (e.g., computers, cell phones, pagers, etc.)
4. Divisions assign a Responsible Person for each fixed asset for which UCAR is accountable. If you are the Responsible Person for equipment items, notify your DPA.
5. Includes any Library owned books or journals, tapes, maps, etc.: access <http://www.library.ucar.edu/>, click on WebCat box, click on User Services in frame, click on "User Status Inquiry", type in employee/visitor library ID number, click "Display User Information", click on "Checkouts".
6. Includes any office copies of books or journals which are government property.
7. Includes the authorized government I.D. cards used by employees to obtain government discounts when traveling.
8. Certain individuals throughout the organization have been issued the Business Continuity Plans. It is critical that this document be returned in its entirety prior to departure.
9. Any records, files, logbooks, grades for classes taken through Educational Assistance, etc., that are significant to the Lab, Division, Program or Corporation.
10. Software, PC software discs, copies of software tapes, etc.
11. OSD/CISL should be notified via email to cancel logon passwords and clear files as well as PPP lines.
12. Cryptocards can be used for divisional server access as well as OSD/CISL super computer
13. Relocation expenses are to be reimbursed to UCAR if an employee resigns for reasons within the employee's own control within 12 months after relocating. Finance will make arrangements with the terminating employee for reimbursement.
14. Appropriate Lab/Division/Program personnel should be notified to cancel logon passwords and clear files.
15. Itemize other manuals issued to you by Lab, Division, Program or Corporation.
16. Includes any Corporate AT&T or Sprint credit cards. Please cut in half individually authorized cards.
17. Includes any U. S. Bank Travel Visa. Please cut in half authorized cards.
18. Includes any J.P. Morgan Chase card(s). Please cut authorized cards in half and return to Contracts along with expandable receipt folder.
19. Includes any Corporate Hertz or any other authorized rep credit card. Please cut in half individually authorized cards.
20. List any miscellaneous items issued to you by Lab, Division, Program or Corporation.
21. Corporate travel expenses or advances should be cleared by submitting travel vouchers or personal checks.
22. Advances from a petty cash fund should be cleared; custodianship of a petty cash fund should be returned to and audited by the Finance Office.
23. Personal shipment charges are deducted from payroll; therefore, packages mailed will be a deduction in the final paycheck.
24. Certain visitors have housing deposits paid in advance by UCAR. Such deposits must be completely reimbursed to UCAR prior to departure.
25. Tuition advances for uncompleted course work are to be reimbursed to UCAR on a pro-rated basis and will be deducted from the final paycheck.
26. Payroll advances will be deducted from your final paycheck.
27. Personal long distance calls made since the last reimbursement must be reimbursed through the final paycheck. NOTE ABOUT VISITORS: Contact Finance to receive a bill prior to visitor's departure Lab/Division/Program discretionary funds are charged for any unpaid personal long distance phone calls after 90 days.
28. Cafeteria charges placed on an employee's debit card are processed as a payroll deduction. Any outstanding balance will be deducted from your final paycheck.

**Return Item(s) To
OR Notify:**

<p>Supervisor/ML or FL Reception Supervisor</p> <p>DPA (see Property Web site for list of DPAs)</p> <p>Lab, Division or Program DPA</p> <p>Library Circulation</p> <p>Supervisor</p> <p>Tamra Eubank/Jan Wilmesmeier Human Resources Supervisor/Safety & Site Services</p> <p>Supervisor Grades to Jan Wilmesmeier, HR Supervisor</p> <p>Notify CISL via email address: db@ncar</p> <p>CISL ML Computer Room Angie Yarbrough</p> <p>Notify CISL via email address: dialup@ucar.edu Supervisor Judy Green/Telecommunications</p> <p>Angie Yarbrough/Finance Jennifer Strange/Contracts</p> <p>Angie Yarbrough/Finance</p> <p>Supervisor Angie Yarbrough/Finance</p> <p>Lisha Kramer/Finance</p> <p>Tina Sedillo/Payroll</p> <p>Angie Yarbrough/Finance</p> <p>Angie Yarbrough/Finance</p> <p>Tina Sedillo/Payroll Tina Sedillo/Payroll</p> <p>Debbi Griffin/CG4</p>	<p style="text-align: right;">rev. 07/08</p>
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