



HUMAN RESOURCES
MANAGEMENT

LIST OF ITEMS RETURNED BY THE EMPLOYEE

Name of Employee: _____

University Property/Equipment (Please select all that apply):

All keys (FOB, cart, cabinet, Key Card(s) etc.) Please list: _____,
_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

Any instructional media equipment (cameras, projectors, screens etc.)

Overdue books and periodicals

Laptop computers: _____

Charger(s); IT Tag#: _____, CSUDH Property Tag#: _____

Rollout devices (ipad(s), tablet(s) etc): _____

Charger(s); IT Tag#: _____, CSUDH Property Tag#: _____

Cell phones/accessories/chargers/cables: _____

Webcam, headset, or mi-fi device: _____

Campus Identification Card

Parking Pass: Pass # _____

Carpool Passes

Red Emergency Bag

Procurement Card (PCard): Last 4 digits: _____

Conflict of Interest Form 700 (for MPPs)

Emergency Response Personnel Card

Other:

Other Items (Please list): _____

Items Assigned to Employee That Were Not Returned (Please list): _____

Employee Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

The California Information Practices Act

The State of California requires the University to protect the confidentiality of employee and student personal information. During the course of your work with the University, you may have been given access to such information, e.g. employee names, home addresses, phone numbers, social security numbers, financial information. Please be advised that under California law, you are required to continue to maintain the confidentiality of any such information even though you are no longer working for the University. If you have any questions about this issue, please contact Human Resources Management at (310) 243-3771.