Faculty and Staff Checklist for Termination of VT Northern Virginia Center Access and Return of VT University Property – VT NVC ADMIN FORM

Please complete the following checklist when moving to another department or ending employment with Virginia Tech. Please **return this form to the Assistant to the Associate Dean and Director of the Northern Virginia Center in Room 410 and property (keys, passport, permit, proximity card for return by Facilities Manager to campus/ Blacksburg).**

Employee's Name

Employee's ID Number _____ Employee's PID _____

1. **Reason for Change** – please check the applicable box:

☐ Transferring to another position with Virginia Tech ☒ leaving Virginia Tech

Transfer or termination date_____

2. **Forwarding Address (if leaving Virginia Tech)**:

_____

_____

_____

3. **University Property and Authorizations**: Have you returned all university property to the program director, and have all computer and phone accounts and other authorizations been deactivated?

☐ University ID Card/Passport	☐ N/A	☐ E-Mail Account/Access Privilege	☐ N/A
☐ University Credit/Travel Cards	☐ N/A	☐ Room Keys/Kastle 839-_____	
☐ Telephone Card	☐ N/A	☐ Computer Accounts/Access	☐ N/A
☐ Phone Password	☐ N/A	☐ Mail Account/Phone Access	☐ N/A
☐ VT Parking Permit	☐ N/A	☐ Facilities Notified	
☐ Information Services (IS) Notified		☐ Returned all Library materials	
☐ NVC Parking Proximity Card	☐ N/A		

☐ Other University Property (Please Specify):_____

Program Director _____
Signature Date

Associate Dean and Director_____
Signature Date