



BRONX COMMUNITY COLLEGE HUMAN RESOURCES
ENTRANCE/EXIT CHECKLIST

Name: _____

Title: _____

Email: _____

Supervisor: _____

Last Date Worked: _____

The following items were given by or returned to BCC:

	YES	NO	N/A
Key(s) Building/Office/File Cabinets/Cars	_____	_____	_____
Security Pass/ID Card	_____	_____	_____
Parking Pass/Access Key	_____	_____	_____
Credit Card (s)	_____	_____	_____
Phone Calling Card	_____	_____	_____
Pager/Radio	_____	_____	_____
Cellular Phone	_____	_____	_____
Computer/Laptop	_____	_____	_____
Computer Passwords	_____	_____	_____
Personal Digital Assistant-Palm/Blackberry	_____	_____	_____
Tools/Other Equipment	_____	_____	_____
Written Material/Files/Documents	_____	_____	_____
Uniform (s)	_____	_____	_____
Other _____	_____	_____	_____

Explanation required for any items not returned:

Employee Signature

Date

Supervisor Signature

Date