*! ''#\$%&\$ '(*University *! ''#\$%& '()*++%, -*)./#+\$*%

This form must be reviewed with an HR representative during the exit interview. All relevant Moravian property must be returned to the appropriate department or HR as designated on this form. Equipment or uniforms must be returned to the required department (supervisor) and a signature obtained before scheduling an appointment with Human Resources. Failure to do so will result in a delay in receiving the final pay check. Employees will not be issued a final paycheck such time when all institutional property has been returned and the exit process has been completed by Human Resources.

Keys and/ or key cards FMP&C HR completes to IT Application and computer A ccess