Walla Walla Community College
Manager's Separation Checklist

Items to be completed/returned on Employees' last day:

DEPARTMENTAL:

☐ Confirm employee returns all departmental equipment
☐ Confirm employee returns all departmental uniforms (if applicable)
☐ Confirm employee returns all departmental supplies and materials (if applicable)

IT:

☐ Confirm employee returns all WWCC computer devices and accessories
☐ Confirm employee returns all WWCC communication devices (phones, etc.)

OTHER:

☐ Confirm employee returns WWCC purchasing card if applicable
☐ Confirm employee returns all WWCC keys