



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

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.