

CONTRACTOR - SEPARATION FORM

Contractor Name: _____ **Last Day:** _____

The following items have been returned to the Human Resources Office:

- 1. Water Campus Building access card ___ Yes ___ No ___ N/A
- 2. Water Campus Parking hang tag ___ Yes ___ No ___ N/A

The following access should be deleted/removed by the Human Resources Office:

- 3. State email address/Computer access ___ Yes ___ No ___ N/A
- 4. LaGov access ___ Yes ___ No ___ N/A

Please designate what you would like IT to do with the email address and folders.

- Keep folders and email content – Give access to _____.
- Delete all folders, email content and email address.
- N/A; the contractor did not have a state email address or computer access.

Please return this form with all items above to Human Resources within 72 hours of the separation date.

Comments:

CPRA Supervisor Signature

Date