

TUBA CITY UNIFIED SCHOOL DISTRICT #15

EMPLOYEE EXIT FORM 2025-2026

EMPLOYEE: _____

DATE: _____

POSITION: _____

DEPT: _____

This form must be completed in order to receive your last payroll. Please go to the appropriate department and have the designed person sign off for you. Return to the Human Resource Department upon completion. Thank you.

SCHOOL/DEPARTMENT:	Principal/Department Head/Secretary only
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Employee Check-Out Sheet Completed at School/Department Location	

FEDERAL PROJECTS	Clarissa Nockideneh
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
No Outstanding Balances or Check out of School Property	

FOOD SERVICE:	Brandon Shearer
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
No Outstanding Balances or IOU's	

TRANSPORTATION:	Arnold Begay/Trisha Honahnie
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Vehicle Check-In (Clean & No Damages)	

TECHNOLOGY:	Harikrishna Gottimukkula
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Laptop/Computer Equipment Returned or Physically Inventoried/Keycard-TCES)	

SECURITY:	JR Secody
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Physical Inventory of Keys to Classroom & Bldg & # of keys returned non-returning	
Check-in or physical inventory of Radio – serial/TCUSD#15	

WAREHOUSE:	Phillip Scott
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Classroom & Department Inventory Sheet(s)	

ACCOUNTS PAYABLE	Serena Whiterock
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Purchase Orders (CLOSED/OPEN)	

STUDENT ACTIVITIES:	Christine Charley
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Sponsor Club Reports, Constitution and etc.	
Purchase Order (CLOSED/OPEN)	
Change Fund (FS Clerks and etc)	

FINAL CHECK-OUT	Melinda Charley/Melissa Natoni
ITEMS TO COMPLETE	CHECK OUT DATE AND INITIAL
Exit Interview Questionnaire	

FORWARDING ADDRESS/TELEPHONE #

Employee Signature: _____

Date: _____