

**School of Business and Economics**

Ladislav von Bortkiewicz Chair of Statistics

CHECKOUT-LIST**To be checked, confirmed and signed by your academic supervisor**

- ☐ Transfer the following information to your successor

Date:	Signature of Employee:
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Date:	Signature of Supervisor:
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To be checked, confirmed and signed by the Secretariat

- ☐ All keys returned (institute key, room key and any other)
- ☐ Desk and room left clean and tidy (no unnecessary articles left)
- ☐ Photocopy card returned (where applicable)
- ☐ Key Card returned
- ☐ Forwarding address submitted
- ☐ New email address:
- ☐ New postal address:

Date:	Signature of Employee:
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Date:	Signature of Secretariat:
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To be checked, confirmed and signed by the Systems Administrator

- ☐ All electronic devices returned
- ☐ All personal files / directories deleted from server(s)

Date:	Signature of Employee:
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Date:	Signature System Administrator:
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To be checked, confirmed and signed by the Librarian of ISEBib

- ☐ All books on loan returned to the library (Room 401)

Date:	Signature of Employee:
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Date:	Signature of Librarian:
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To be checked, confirmed and signed by the Administration of the Faculty

- ☐ Private telephone costs paid

Date:	Signature of Employee:
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Date:	Signature of Administration:
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