

# CEO SEPARATION CHECKLIST

FAIRS & EXPOSITIONS BRANCH



Name		SSN (Last 4 Digits)	Last Date Worked	
First				<input type="checkbox"/> Resignation
Last			Separation Date	<input type="checkbox"/> Retirement
				<input type="checkbox"/> Lay Off
				<input type="checkbox"/> Check if lump sum is to be paid out

## CHECKLIST

CHECK ALL APPLICABLE ITEMS ARE COMPLETED THE LAST DAY OF SEPARATION OR LAST BOARD MEETING

- Passwords for computer, alarm, safe, bank accounts, emails, small vendors, CFSA, credit cards, and phone system collected.
- Office keys, vehicle keys, and fairground keys provided to Board Chair. Collect all sets.
- Cell Phone(s), laptop(s), and computer(s) collect
- WFA badge returned, if applicable.
- Bank Cards, gas cards, credit cards and U.S. Bank purchasing cards (P-Cards) collect
- Obtain Leave Balance Tracking sheet, last timesheet (sign), Form 700, and forwarding address

## **NEXT DAY**

**CHECK ALL APPLICABLE ITEMS ARE COMPLETED THE DAY AFTER THE CEO SEPARATES**

- Collect borrowed maintenance equipment. Check against the Fairs Inventory Log.
- Change Bank accounts and designated people - Signature Cards.
- Submit SO-8 to CDFA HR and Financial Services
- Passwords and passcodes to the alarm, computer, and bank accounts are changed.
- Notify CDFA HR, F&E, and CFSA (if applicable).
- Submit last timesheet (STD 634), leave balance tracking sheet, and SO-8 form to CDFA HR for final check.  
\*CEO must receive final payout within 48 hours of Separation
- Ensure final travel expense claims are submitted to the DAA Board for approval. Submit to F&E to process.
- Change all locks. If put on ATO, change locks next day
- Schedule audit
- Board Chair will escort the CEO to office, to collect personal items. Only supervised computer access is advised.
- Call all vendors with fair charge account and make appropriate changes. May need to submit a written letter to the vendors notifying of change.
- Change the voice mail
- Login and start reviewing CEO email account
- Review Accounts Payable and ensure bill pay is set up. Contact business's to arrange payment if necessary.
- Reconcile office and maintenance equipment against Inventory Log
- Submit Form 700 to F&E