Name:		**Date:**	
Item	**Received or N/A**	**Date Returned**	**Employee's Initial**
Please return checked items. If Not Applicable, note "N/A" and initial.			
PennCard			
HUP Photo ID			
PA Hospital ID			
Other Hospital ID			
American Express Card			
TAC Card			
Procurement Card			
MCI Calling Card			
SOM Access Key			
3001 Access Key			
Office Key - Suite			
Office Key - to Internal Office in OAC			
Desk Key			
File Cabinet Key			
Logon password:			
Laptop powered on and logon entered.	Viewed by:		
Laptop returned and stored in closet.	Collected by:		
VPN Account Name:			
Flash Drive			
Laptop Briefcase			
AC Power Adapter			
Telephone modem cord (for home use)			
Laptop Lock Keys			
10-Key Number Pad for Laptop			
PALM PILOT			
Penn Training Materials (books, manuals) returned or left at desk			
Cash Advance returned			
Penn Software loaded on home computers deleted/returned			
List any other items you may have that are being returned:			
Account Terminations	**Notifications**	**Date**	**Initials**
BEN	Data Administration		
BEN Reports	Financial Systems		
Payroll/Salary Management	IT Security Administrator		
Data Warehouse - Financial Balances	Data Administration		
Data Warehouse - Sal MGMT	Data Administration		
Data Warehouse - Position Inventory	Data Administration		
Data Warehouse - PennERA Proposals	Data Administration		
Hyperion Planning	Budget Office		
HR Manager	Chris Blickley		
Network ID / server account	Mike Trout/ Chen Pon-Wong		
Lotus Notes Account	Mike Trout/ Chen Pon-Wong		
POBOX email account	Kelly		
MeetingMaker account	ISC		
Voice Mail	Telecomm		
Notify ACUA remove address from Listserv	MLB/Kelly		
UPHS Long Distance authorization	UPHS		
Auto Audit Account	Danielle Kadingo		
VPN Account access	UPHS Help Desk HD@uphs.upenn.edu		
Penn Card reader access	Public Safety		
List Health System Applications:			
List other connections below:			
Have you removed yourself from list serve subscriptions?			