

GUAM WATERWORKS AUTHORITY

Information Technology Division
Office (671) 647-7634 Fax (671) 649-4320

INFORMATION TECHNOLOGY EXIT FORM

Employee Name: _____ **Emp. No.:** _____ **Date:** _____

Position: _____ **Department:** _____

Supervisor: _____

Last day of work at GWA : _____

IT Staff Initial

- | | | |
|-------------------------------------|---------------------------------|-------|
| <input type="checkbox"/> E-mail | E-mail address: _____ | _____ |
| <input type="checkbox"/> GWAMAIN | User ID: _____ | _____ |
| <input type="checkbox"/> JDE/AS400 | User ID: _____, | _____ |
| <input type="checkbox"/> Desktop PC | Tag # _____ | _____ |
| <input type="checkbox"/> Laptop | Tag # _____ | _____ |
| <input type="checkbox"/> Radio | Iconnect # _____ | _____ |
| <input type="checkbox"/> Mobile | Mobile # _____ | _____ |
| <input type="checkbox"/> Handheld | Handheld Tag # _____ | _____ |
| <input type="checkbox"/> Others | Other equipment assigned: _____ | _____ |
| | _____ | _____ |

Employee Signature: _____ **Date:** _____

The employee listed above has cleared from Guam Waterworks Authority IT Division and has cleared all Government of Guam computer equipment and user id(s) in fair and working condition.

Prepared by IT Operator (Print and Sign) **Date**

Authorized IT Division Head (Print and Sign) **Date**