

## **Return of State Property Upon Separation or Termination**

### **Statement of Acknowledgment:**

I hereby acknowledge that if I receive state funds and/or property, I am obligated to return the funds and/or property upon my separation or termination from state government. I understand that state funds and/or property provided to me are for use during my employment and are not my personal funds or property. I agree that upon separation or termination of my employment, I will return any property in good condition, with the exception of normal wear, to my immediate supervisor within one business day of my last day worked.

In the event that the state funds and/or property are stolen, lost or damaged while in my custody, I understand that I should notify my supervisor immediately.

If at such time of my separation or termination of employment, I do not return the state funds or property within one business day of my last day worked, in good condition, or otherwise account for such funds or property to the satisfaction of the State. I understand that I will have incurred a debt to the State. I agree that upon separation or termination of my employment, I will reimburse the State for any amount outstanding.

I understand that at the time of my separation or termination if I disagree with the decision to deduct funds from my paycheck or the amount of funds to be deducted from my last paycheck, I have the right to an immediate pre-decision meeting with a person who has direct access to the appointing authority for this purpose.