



**CHEYNEY UNIVERSITY of Pennsylvania**  
Office of Human Resources  
1827 University Circle – P.O. Box 200  
Cheyney, PA 19319  
Phone 610.399.2058

DATE: \_\_\_\_\_

SUBJECT: University Property

TO: Office of Human Resources

FROM: \_\_\_\_\_  
Print name of new employee

This is to confirm that I have been informed by a representative from the Office of Human Resources that upon separation from Cheyney University, all property must be returned to the appropriate office.

These items are to be returned on or before my separation date.

University property includes but is not limited to books, manuals, reports, tools/equipment, keys, photo identification, credit cards, uniforms, computers etc.

Upon separation, any pay and leave (sick, annual, etc.) related issues will be directed to the Payroll Office at 610 399 2060.

If I have questions, I will contact the Office of Human Resources at 610.399.2058.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date