Klarstig

Procurement Travel Employee Offboarding Checklist

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Work through the checks for the activity and record exceptions. Mark a step complete only when its required evidence is available.

Contact and reference

Organization using this document
Maple Street Community Center

Your name or contact reference *
Alex Rivera

Email for a reply if needed
alex.rivera@example.com

Information for this document

Date of checks *
November 14, 2026

Person performing checks *
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

Access permissions reviewed *
Pending

Equipment and supplies checked *
Complete

Required information shared with the team *
Pending

Records and handover updated *
Complete

Unfinished items and exceptions
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

Follow up owner and due date
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

Specific details

Departing role and final working date
Complete when relevant to this request.
November 14, 2026

Access removal asset return records transfer and outstanding ownership

Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

Operating context

Trip itinerary destination or booking reference

Complete when relevant to this request.

REF-2026-0153

Travel dates party size accessibility and coordination needs

Step-free access to the main hall, please.

Team specific details

Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

Specifications alternatives approval limits and delivery requirements

(Free-text answer - not filled in for this example)

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA