County Name			
	CLERK EXI		
This checklist is to be completed by the belonging to the State of North Carolina	outgoing clerk during his/h	er last week in office. The pur	pose is to ensure that all property
ITEM DESCRIPTION (Any items not listed may be added in the space provided)		SPONSIBLE PARTY erson item was left with)	N/A (place an X in this column for items the clerk was not issued)
Safe combination or key			
Safe deposit box key			
Office door key(s)			
ID badge			
Cell phone			
Business cards			
Telephone calling card			
American Express credit card			
Pager			
Laptop computer			
Desktop computer			
Printer			
Evidence area combination or key			
Current safe deposit box inventory			
Signature Of Clerk Of Superior Court	÷	Date	

## **INSTRUCTIONS:**

- 1. Enter the county name in the space provided.
- Print a copy of the form on office letterhead and give to the outgoing clerk for completion.
  Have the outgoing clerk sign and date the completed form.
- 4. Provide a copy of the signed and dated form to the outgoing clerk for their records.
- 5. Place the original in the bookkeepers file.

NOTE: If not already in place, Bookkeeping should set up a file to retain all documents associated with the change of clerk.

AOC-FS-3003, New 9/10 © 2010 Administrative Office of the Courts