



VALVOLINE INSTANT OIL CHANGE

EMPLOYEE TERMINATION OR TRANSFER

TERMINATION

TRANSFER

NAME

NUMBER AAX

CURRENT SERVICE CENTER

NEW SERVICE CENTER

DATE OF TERMINATION OR TRANSFER

REASON FOR TERMINATION OR TRANSFER

UNIFORMS CLEARED ?UNPAID

YES

NO

COST DUE

VACATION DUE?

NO

YES

HOURS

REMOVED FROM POS?

YES

KEYS RETURNED?

YES

N/A

EMAIL FORWARDING REMOVED?

YES

N/A

TIME SHEET ADJUSTED?

YES

ADDITIONAL INFORMATION

PREPARED BY