Vendor Offboarding Checklist

**Purpose**: To guide the offboarding checklist when ending a relationship with a third-party vendors

* Review of the contract terms

Confirm through review whether the agreed upon terms were delivered. Make any notes as necessary.

* Access to Data and Systems

Ensure that all accesses are disabled and deleted. Link any tickets completed for this process

* Physical Access to Facilities

Ensure that any physical keys to the building, entry codes, key cards are deleted

* Return of Equipment

Ensure that any borrowed equipment is returned.

* Final Payment
* Update Status in Vendor Registrar thus marking the completion of the offboarding process