

**ARMY CONTRACTING COMMAND - ROCK ISLAND
GOVERNMENT PURCHASE CARD PROGRAM
BILLING OFFICIAL (BO) CLEARING RECORD**

1. BO NAME: _____ **DATE of DEPARTURE:** _____

SIGNATURE: _____

2. BO ACCOUNT NUMBER: _____

3. RM/COMPTROLLER NAME: _____

PHONE NUMBER: _____

SIGNATURE: _____

4. As departing GPC account BO/Certifying Official, I have:

Certified all closed/completed GPC billing account statements on-line via "Access On-line"
(<https://access.usbank.com>)

5. Turned over all original GPC records to (select one):

Incoming Billing Official

Billing Official's Supervisor (If no incoming Billing Official)

NOTE:

- 1. The supervisor of the BO is responsible for ensuring that a replacement is assigned 30 days prior to departure of the primary BO or the Alternate BO. This includes ensuring that the replacement has completed**
- 2. The replacement BO is required to take over the account prior to the departure of the BO.**
- 3. If a replacement has not been appointed, the Alternate BO can certify the account for 2 billing cycles. 4 .**
- 4 . During those 2 cycles the replacement must complete the required training.**
- 5. If a replacement BO is not appointed and fails to complete all training within 2 billing cycles, the account will be closed.**

6. NAME OF ALTERNATE BO: _____

7. NAME OF INCOMING BO: _____

SIGNATURE OF INCOMING BO: _____

DATE: _____