

**PROCESSING OUT FORM FOR BILLING OFFICIAL
LEAVING ACC-NJ PURCHASE CARD PROGRAM**

- a. As a BO you are responsible for ensuring that all of your billing cycles within AXOL are certified before leaving your agency and all the files are present and in order.
- b. As the supervisor of the BO you are also responsible for ensuring that a replacement is assigned 30 days prior to departure of the Primary BO or the ABO. This includes making sure that the replacement has had all of purchase card training that is required by ACC-NCR as stipulated in Chapter 3, Training. The replacement is required to take over the duties as a BO prior to departure of the current individual. The ABO will become the Primary BO when the BO has left the agency without a new BO being designated and trained, and a new ABO must be named. However, the ABO may not assume the role of the BO for a period greater than 45 days. During those 45 days a new BO needs to be designated and trained.
- c. As a BO you are required to turn over all your records to your new BO. Any charges, rebates and credits must be cleared from your account before transferring the account to the new BO. All problems under your account while you were the BO must be solved.
- d. As a BO you are required to ensure that prior to your departure, if your agency does not have a replacement or an ABO, you must notify your NCRCC Agency Program Coordinator and request that the account be suspended until a new BO is appointed to the account.
- e. Until a new BO is appointed to this account, the ABO of record assigned to this account is _____. A copy of the appointment letter is attached.
- f. My BO records have been turned over to _____ (name).
- g. My DD Form 577 (Section IV) has been completed and forwarded to my payment office, copy attached.
- h. My AXOL user id is _____.

By signature hereon, I acknowledge my processing out of CCE Purchase Card Program as a billing/certifying official. I have read and understand my responsibilities as outlined above. I understand my right to request relief of liability for payment certified due to an inadvertent administrative error. I further understand that this letter will remain in effect until revoked in writing by the Appointing official (or his/her successor).

Supervisor of the Billing Official Date Billing Official (Signature)