

**ARMY CONTRACTING COMMAND - ROCK ISLAND  
BILLING/ALTERNATE OFFICIAL CLEARING DOCUMENT  
CLEARING DOCUMENT**

**1. BO/ABO NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:**

**2. BO ACCOUNT NUMBER:**

**3. RM/COMPROLLER NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**RM/COMPROLLER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**4. As departing GPC account BO/Alternate Billing 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  BO/ABO Supervisor  If the account will be closed, check here   
Existing ABO

**NOTE:**

- 1. The supervisor of the BO/ABO is responsible for ensuring that a "replacement" is assigned 30 days prior to departure of the primary BO or the ABO.**
- 2. The "replacement" BO/ABO is required to take over the account prior to the individual's departure.**
- 3. If a "replacement" BO/ABO has not been provisioned by the GPC Team, the Alternate BO shall certify the account for a maximum 2 billing cycles (60 days).**
- 4. During those 2 cycles the incoming "replacement" must complete the required training and become provisioned.**
- 5. The account will be closed on the 61<sup>st</sup> day if the "replacement's" training and provisioning are not done.**

**6. SIGNATURE OF NEW ALTERNATE BO (IF INCOMING):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**7. SIGNATURE OF NEW PRIMARY BO (IF INCOMING):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**8. SIGNATURE OF BO/ABO SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOURCE: AFARS APPENDIX EE, JULY 2015**

FORWARD THIS CLEARING DOCUMENT TO:  
[usarmy.ria.acc.mbx.gpc-applications@mail.mil](mailto:usarmy.ria.acc.mbx.gpc-applications@mail.mil) OR  
GPC Alternate A/OPC

IAW DOD and Army regulations, ALL accounts must be retained in the BO's office for 6 years, 3 months, whether the account is active or closed, and archived IAW the BO's agency procedures.