



Purchasing Agent - Contract Specialist - Contracting Officer Exit Checklist

User Name: _____

Supervisor: _____

Start Date: _____

Exit Checklist	Yes/Attached	N/A
IAS – complete IAS-200 and attach form to checklist and send to APOB to disable account.	<input type="checkbox"/>	<input type="checkbox"/>
ATS – complete REE-235 and attach form to checklist and send to APOB to disable account.	<input type="checkbox"/>	<input type="checkbox"/>
CO Warrant – If CO, attach original SF-1402 to checklist and send to APOB.	<input type="checkbox"/>	<input type="checkbox"/>
FPDS-NG – APOB will use information on IAS-200 to disable account in FPDS-NG.	<input type="checkbox"/>	<input type="checkbox"/>
FedBizOpps – APOB will use checklist to disable user account.	<input type="checkbox"/>	<input type="checkbox"/>
PPIRS – APOB will use checklist to disable user account.	<input type="checkbox"/>	<input type="checkbox"/>
CPARS – BSC Focal Point notified to reassign contracts to another CPARS User and disable account.	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Card (if applicable) – All outstanding transactions approved. Copy of Card/Check Destruction form sent to LAPC or AAPC.	<input type="checkbox"/>	<input type="checkbox"/>
FAITAS – Remind user to update supervisor in FAITAS profile (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>

Send form with required attachments to APOB@ars.usda.gov
