

### Cardholder Account Closure Instructions

Ref. CAM 1313.301, Section 2.5, Account Maintenance

1. Prior to separation/retirement, transfer or reassignment, Cardholder shall stop using the purchase card/convenience check far enough in advance of their separation date to allow all charges and credits to process.
2. Reconcile all outstanding transactions. (Note: Ensure all convenience checks have 'cleared' the bank.)
3. Notify the Approving Official of any outstanding transactions that require 'proxy' reconciliation.
4. Forward all outstanding transaction supporting documentation to Approving Official.
5. Fill out the 'JPMC Cardholder Maintenance Form' ([Click here](#))
  - a. Steps to fill out form:
    - i. Check 'Delete/Close' box
    - ii. 'Cardholder Account': Last 4 digits of card # ONLY
    - iii. 'Cardholder Name'
    - iv. Signature/date from Approving Official (@ bottom)
  - b. Submit the completed form to the applicable Agency Program Coordinator (APC) to close Cardholder account.
6. Fill out 'CBS User Access Request Form' ([Click here](#)) to deactivate account in CBS.
7. Fax completed 'CBS' form to 'Client Services' number at the bottom of the form.
8. Approving Official shall notify Agency Program Coordinator of account closure.
9. Destroy (on-site) purchase card/convenience checks.
10. Approving officials shall maintain purchase card/convenience check records for 6 years from final payment. ([Reference-Procurement Memorandum 2015-06](#))

*Note: Under the actions of leaving federal service, transferring to another agency, or reassignment within Commerce, the operating unit is required to initiate, certify, and obtain Supervisor and WFMO approvals with [Form CD-126](#). (Reference-DAO 202-200)*

### Approving Official Account Closure Instructions

Ref. CAM 1313.301, Section 2.5, Account Maintenance

1. Notify the applicable Agency Program Coordinator (APC) of any change in Approving Official status.
2. Prior to separation/retirement, transfer or reassignment, Approving Official shall ensure that a replacement Approving Official has been nominated and all Cardholder accounts are transferred to that individual.  
*Note: Active purchase accounts may be suspended if a new Approving Official account is not set up prior to closing an old account.*
3. Fill out the 'Approving Official Setup/Maintenance Form' ([Click here](#)) *Note: Scroll down to Forms*
  - a. Steps to fill out form:
    - i. Check 'Close' box
    - ii. Approving Official's Full Name
    - iii. Sign/date the bottom of page
  - b. Submit the completed form to the applicable APC to close Approving Official account.
4. Fill out 'CBS User Access Request Form' ([Click here](#)) to deactivate account in CBS.
5. Fax completed 'CBS' form to 'Client Services' number at the bottom of the form.