

## BOC Off Boarding Need To Do

| <u>Item</u>   | <u>What Is Needed</u>   | <u>Who to Contact</u>  | <u>When to Contact</u>   |
|---------------|---|--|--|
| Pcard         | Card Holder Name<br><br>Last 4 digits of Card number                                    | #1 pcardhelp@ucdavis.edu<br><br># 2 BOC Team<br><br># 3 Card Holder  | at least 2 weeks prior to last day so they can cancel card<br><br>at least 2 weeks prior to last day so they can run report and see what Pcard Transactions still need to be cleared Make sure they have no reoccurring charges on the card. If they do have those canceled and if needed moved to another persons card in the office. If you have more than 2 weeks notice that the person is leaving they should stop using their pcard at 3-4 weeks prior to leaving. |
| Travel Card   | Card Holder Name<br><br>Last 4 digits of Card number                                    | # travelhep@ucdavis.edu<br><br># 2 BOC Team<br><br>#3 Card Holder  | at least 2 weeks prior to last day so they can cancel card<br>at least 2 weeks prior to last day so they can run report and see what Travel Transactions still need to be cleared<br>If you have more than 2 weeks notice that the person is leaving they should stop using their pcard at 3-4 weeks prior to leaving.   |
| Cell Phone    | Name on Account<br><br>Cell Phone Number<br><br>Cell Phone Provider                     | Email BOC Team for AT&T<br>If Verizon email ANR BOC-Partner5 <a href="mailto:Boc-partner5@ucanr.edu">Boc-partner5@ucanr.edu</a><br><br><b>*If the County manages the Cell phone account they will be responsible to canceling the Cell phone service</b> | As soon as you have an end date  |
| MiFi          | Name on Account<br>MiFi Number  | Email BOC Team 5<br><a href="mailto:Boc-partner5@ucanr.edu">Boc-partner5@ucanr.edu</a>   | As soon as you have an end date  |
| Awards        | Name of PI<br>Award Number<br><br>Name of replacement PI or other important information | Email BOC Team<br>Email your assigned OCG analyst.<br><br><a href="https://ucanr.edu/sites/anrstaff/files/216174.pdf">https://ucanr.edu/sites/anrstaff/files/216174.pdf</a>  | As soon as you have an end date  |
| Vehicle Lease | Name of Lessee<br>Who will the vehicle go to when current lease leaves?                 | Email BOC Team   | As soon as you have an end date  |