EXIT PROCESS LIST:

1) **Invoices:**

Clear all pending approvals in Ariba:

- o Finalize all open items in the Guided Buying "To Approve" queue. Please follow the directions below to view all open items.
- o Please log into Guided Buying and click on "Your approval." At the top of the "To Approve" queue, please change both filters to "All." Open items will display for you to review.

- o Quick Reference Guides to complete Invoice Actions in Ariba Guided Buying
    - o Invoice Approval QRG
    - o Invoice Exception QRG

- o Email IT Helpdesk to transfer all open POs to supervisor or replacement employee.
- o Email IT Helpdesk to transfer open invoices to supervisor or replacement employee.
- o Set the delegation tab to your supervisor *until* the **tasks above can be completed**:
    - o Delegate Authority Guide

2) **Concur and T-card:**

- o Cancel your t-card: at tcard@bu.edu
- o Submit all outstanding expenses in concur; including travel card, personal expenses, and out of pocket expenses owed.
- o Approve all pending approvals in concur

3) **Pcard:**

If the cardholder is departing:

- o All PCard transactions must be signed off in Bank of America Works by the departing cardholder
- o All PCard transactions must be signed off in Bank of America Works by the card approver of the departing cardholder
- o All receipts must be attached to PCard transactions in Bank of America Works by the departing cardholder
- o A cancelation request for the PCard belonging to the departing employee must be requested through the PCard Website: https://www.bu.edu/pcards/transfer-cancellation-form/

If the approver is departing

- o All approver signoffs must be completed in Bank of America Works by the departing employee

- o Approval duties for the departing employee must be transferred to another party using this link: https://www.bu.edu/pcards/pcard-change-approver-form/