

As announced early this year, two of the quarterly P-card forms (i.e., Quarterly Certification from Supervisor & Quarterly Certification by Dean or Vice President) have been combined into one single quarterly DocuSign form called: “New Combined Quarterly Certification”

The Quarterly Certification from Supervisor was formerly used to submit the previous quarter certifications from P-Card supervisors to his/her Dean/VP.

The Quarterly Certification by Dean or VP was formerly used to submit one single page letter from a Dean/VP to Procurement certifying all P-card activity was completed according to UMBC P-card guidelines.

The functionality of this new combined form is identical as the old “quarterly certification from supervisor.”

Once the supervisor initiates the new combined form and completes it accordingly, this form will, in turn, route to the Dean/VP for signature. Procurement will automatically be sent the required quarterly certification from the Dean/VP. Note that **the Dean/VP no longer has to initiate or send a separate certification form to Procurement each quarter.**

The link for the new combined quarterly form is:

<http://umbc.edu/go/1049>

The new form should be used starting with the quarterly certifications for Q1 (January, February & March) of 2021 by P-card supervisors.