

P-Card DocuSign Certification Forms

Frequently Asked Questions

1. What is the link for the new monthly recon form?

<http://umbc.edu/go/1025>

2. When does the new monthly recon form go in effect?

The new monthly recon form goes in effect 2/1/21 (i.e. reconciliation of January's transactions).

3. How do I complete the new monthly recon form?

Instructions for this form are posted on the link down below:

<https://procurement.umbc.edu/umbc-staff/peoplesoft-and-purchasing/>

4. Do I need to complete the new recon form if I did not have any transaction for the previous recon period?

Yes, you do. Click [here](#) for instructions.

5. What do I do once my p-card supervisor has certified my monthly recon form?

Either the p-card holder or p-card supervisor must upload the completed monthly certification to the Box folder assigned by Procurement. A Box Link will be sent to each p-card holder the first week of February 2021.

6. Whom do I contact if I have not received a Box link to upload/save my p-card monthly certifications yet?

Reach out to Procurement via RT ticket after 2/5/21.

7. When does the new combined quarterly certification form (i.e., supervisor to Dean/VP & Dean/VP to Procurement) go in effect?

The new combined quarterly form will go in effect in April 2021 and it is to be used to certify the reconciliation for first quarter of 2021.

8. When will the new combined quarterly form be available?

A link for the new quarterly form will be posted on our website early to mid-March.

9. Will there be instructions on how to complete the new quarterly form?

Yes. Instructions will be posted on our website early to mid-March.