

Monthly Certification Form Instructions

No Transactions

1. Copy or type the following web address into your browser: <http://umbc.edu/go/1025>

The initiator is the p-cardholder and this form automatically populates SSO information such as name and email address for you.

Monthly Reconciliation Certification Form

I'm submitting this request on behalf of someone.

Initiator	*Name Rafael Espinoza	*Email espinoza@umbc.edu
Supervisor/Approved Designee	*Name Name	*Email Email
	*Reconciliation Period --choose--	*Department Department

Pressing the Next button will directly transfer you into the Electronic Signature process

* = Required field.

2. Enter the required information denoted by the red asterisks as shown below. Hit “next” :

Monthly Reconciliation Certification Form

I'm submitting this request on behalf of someone.

Initiator	*Name Rafael Espinoza	*Email espinoza@umbc.edu
Supervisor/Approved Designee	*Name Rafael's P-card Supervisor	*Email [REDACTED]
	*Reconciliation Period January	*Department Procurement

Pressing the Next button will directly transfer you into the Electronic Signature process

* = Required field.

3. The DocuSign form will be launched. Hit “Continue”



4. Hit “Start”



5. Choose “No”

CHOOSE

By electronically signing and dating this monthly reconciliation form, the Cardholder and Supervisor/Approved Designee or approved designee certify that the purchases contained in the monthly reconciliation: 1) are reasonable and appropriate for their using department, 2) match the corresponding VISA statement and 3) comply with the current UMBC and Maryland State purchasing card regulations, policies and procedures. Digital copies of the PeopleSoft Transaction Log, Visa Statement and receipts to document each transaction are attached/included. All digital monthly reconciliation files are to be saved in a secured Box folder created by the department where only the authorized department personnel have access.

Were there any transactions during this Reconciliation Period? Yes No

Sign
↓
Rafael Espinoza
Cardholder
1/31/2021 | 2:10:35 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

6. Hit “Next” as shown below:

NEXT

By electronically signing and dating this monthly reconciliation form, the Cardholder and Supervisor/Approved Designee or approved designee certify that the purchases contained in the monthly reconciliation: 1) are reasonable and appropriate for their using department, 2) match the corresponding VISA statement and 3) comply with the current UMBC and Maryland State purchasing card regulations, policies and procedures. Digital copies of the PeopleSoft Transaction Log, Visa Statement and receipts to document each transaction are attached/included. All digital monthly reconciliation files are to be saved in a secured Box folder created by the department where only the authorized department personnel have access.

Were there any transactions during this Reconciliation Period? Yes No

Sign
↓
Rafael Espinoza
Cardholder
1/31/2021 | 2:08:58 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

7. Hit “Finish”

Done! Select Finish to send the completed document. FINISH

Supervisor/Approved Designee or approved designee certify that the purchases contained in the monthly reconciliation: 1) are reasonable and appropriate for their using department, 2) match the corresponding VISA statement and 3) comply with the current UMBC and Maryland State purchasing card regulations, policies and procedures. Digital copies of the PeopleSoft Transaction Log, Visa Statement and receipts to document each transaction are attached/included. All digital monthly reconciliation files are to be saved in a secured Box folder created by the department where only the authorized department personnel have access.

Were there any transactions during this Reconciliation Period? Yes No

Rafael Espinoza
Rafael Espinoza
Cardholder
1/31/2021 | 2:38:16 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

(Must be completed within 30 days after the end of the billing cycle.)

This certification form supersedes and replaces the requirement of having wet signatures on both the PeopleSoft Transaction Log and Visa Statement.

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FINISH

Note: You are now done with this form and it will automatically route to the p-card supervisor you originally entered at the beginning of this form (step 2).