

Submitting Form on Behalf of a P-cardholder

1. Copy or type the following web address into your browser: <http://umbc.edu/go/1025>
2. Click the circled option” **I'm submitting this request on behalf of someone.**” The following site should populate:

Note: This option allows submitting a reconciliation package for review and certification to a p-card supervisor on behalf of the p-cardholder. In this instance, the prepopulated initiator’s information could be a business specialist or admin for the department where the p-cardholder works. Be aware that using this option still requires the signature of the actual p-cardholder via DocuSign email.

Monthly Reconciliation Certification Form

I'm submitting this request on behalf of someone.

Submitted for:	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Initiator	<input type="text" value="Rafael Espinoza"/>	<input type="text" value="espinoza@umbc.edu"/>
Supervisor/Approved Designee	<input type="text" value="Name"/>	<input type="text" value="Email"/>
	<input type="text" value="--choose--"/>	<input type="text" value="Department"/>

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

* = Required field.

3. Enter the required information denoted by the red asterisks. Hit “next”
Note: Remember that you must enter the p-cardholder’s name and email address (i.e., “submitted for” fields).



Monthly Reconciliation Certification Form

I'm submitting this request on behalf of someone.

Submitted for:

Initiator:

Supervisor/Approved Designee:

Reconciliation Period: Department:

Pressing the Next button will directly transfer you into the Electronic Signature process
* = Required field.

4. The DocuSign form will be launched. Hit "Continue"

Please Review & Act on These Documents

UMBC Procurement Office
UMBC

Please fill out and sign this document.

Please review the documents below.

Cardholder
FROM: Rafael's P-card Supervisor

OTHER ACTIONS



Powered by DocuSign

5. Hit "Start"

Monthly Reconciliation Certification Form

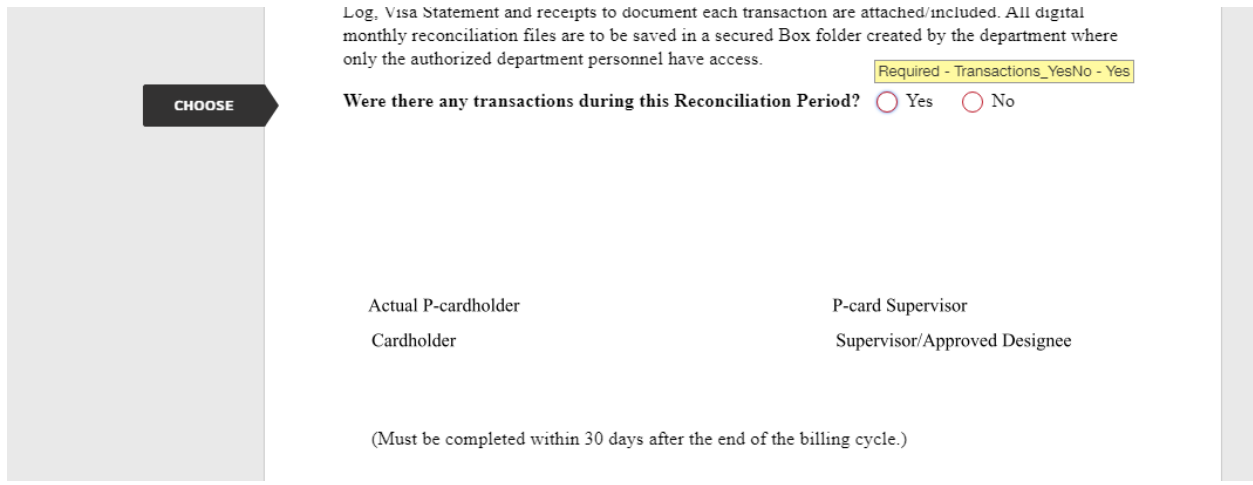
TO: Actual P-cardholder
Cardholder

FROM: P-card Supervisor
Supervisor/Approved Designee

Reconciliation Period: January

Department: Data Science

6. Choose “Yes” or “No”



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.

Required - Transactions_YesNo - Yes

Were there any transactions during this Reconciliation Period? Yes No

Actual P-cardholder
Cardholder

P-card Supervisor
Supervisor/Approved Designee

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

Note: If there are no transactions for this period, choose “No” and hit “Finish.” You may skip steps 6 through 9.

7. If you have transactions for the reconciliation period, select “Yes”

This will allow you to upload the required reconciliation documents (i.e., PeopleSoft Log, US Bank Statement, and Receipt copies). Make sure the reconciliation documents you are uploading are formatted in PDF form. Hit the “upload” orange ribbon as shown below:

Select one radio button

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.

CHOOSE

Were there any transactions during this Reconciliation Period? Yes No

Attach PeopleSoft Transaction Log, Visa Statement, and receipts here: Required - Attachment

Actual P-cardholder
Cardholder

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.

PO_Monthly Certification Form.docx 1 of 1

8. The below window will appear. Hit “Upload a file” and upload the required documents

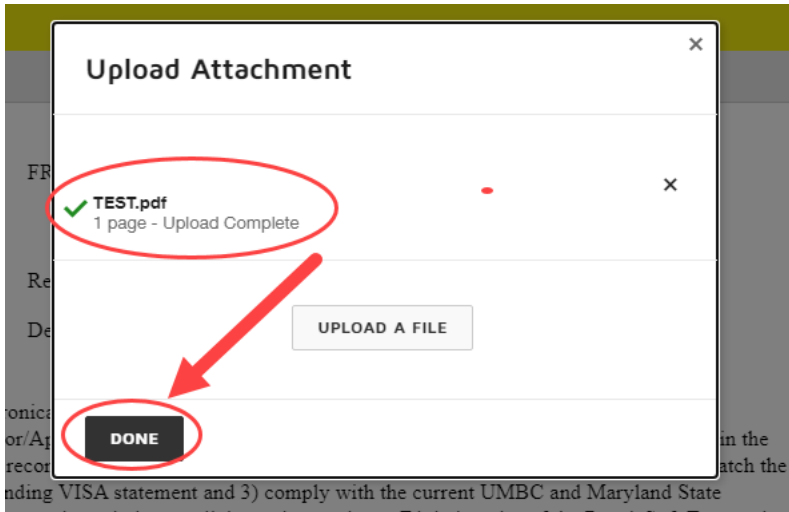
document

Upload Attachment

UPLOAD A FILE

DONE

This form requires at least one attachment to be uploaded. However, you are able to upload multiple files if your required documents are not combined into one single file.




9. At this point, the below screen will appear. Hit “next”

NEXT

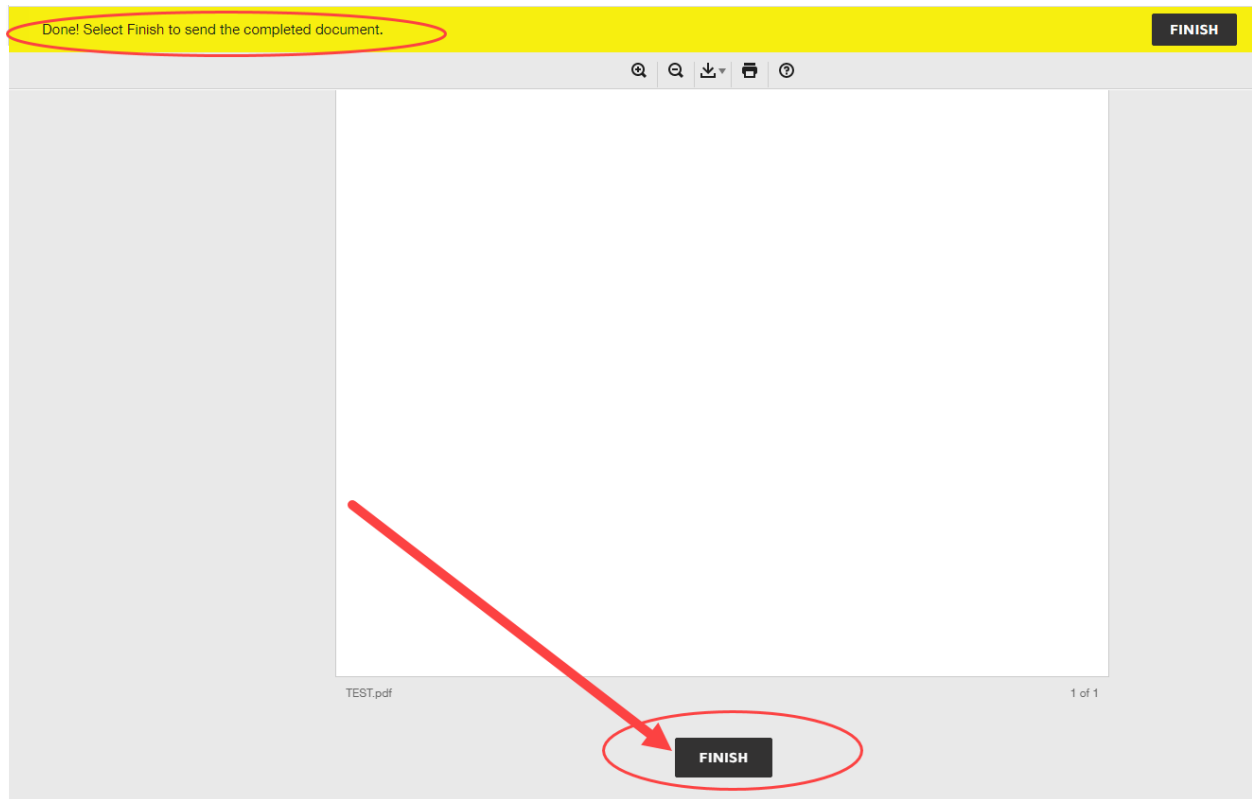
By electronically signing and dating this monthly reconciliation form, the Cardholder and Supervisor/Approved Designee or approved designee certify that the purchases contained in the monthly reconciliation: 1) are reasonable and appropriate for their using department, 2) match the corresponding VISA 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

Attach PeopleSoft Transaction Log, Visa Statement, and receipts here: 

Actual P-cardholder	P-card Supervisor
Cardholder	Supervisor/Approved Designee

10. Hit “Finish”



Note: You are now done with this form and it will route to the actual p-card holder and p-card supervisor via email. The p-card holder will sign this form first before it ultimately routes to his/her p-card supervisor.