

Monthly Certification Form Instructions

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

The initiator is the p-card holder 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 and 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 “Yes” or “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



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

Rafael's P-card Supervisor
Supervisor/Approved Designee

Note: If you do not have any transactions for this period, follow the instructions [here](#)

6. If you have transactions for the reconciliation period, select “Yes” and 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:

Cardholder
FROM: Rafael's P-card Supervisor
Supervisor/Approved Designee


Reconciliation Period: January
Department: Procurement

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
Required - Attachment

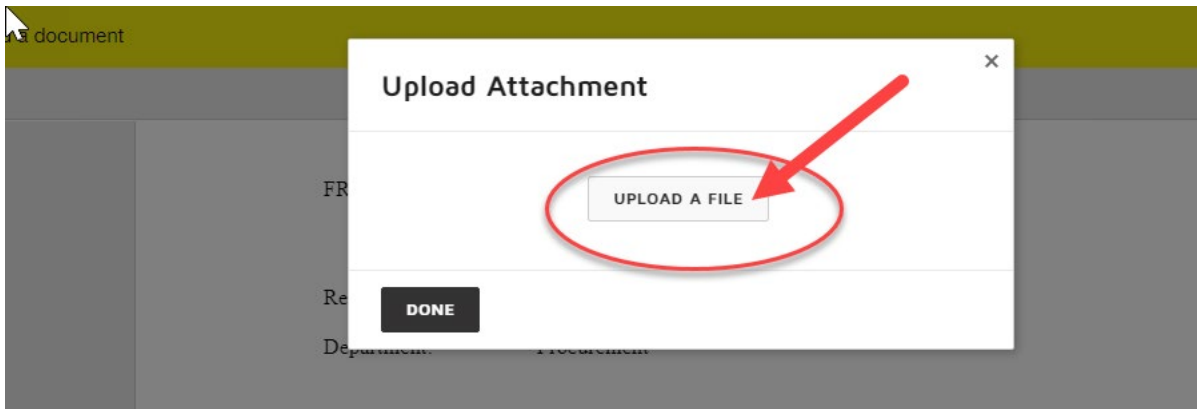
Attach PeopleSoft Transaction Log, Visa Statement, and receipts here:



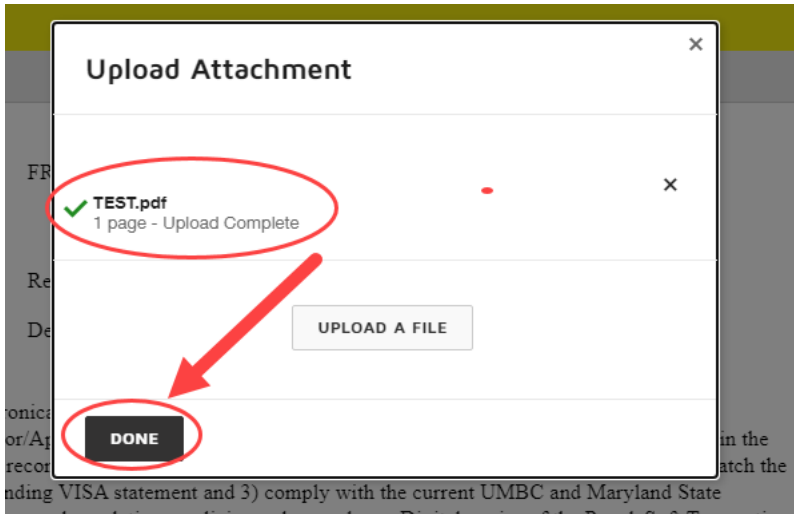
Sign
↓
Rafael Espinoza
Cardholder
1/31/2021 | 2:10:35 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

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



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.



8. Hit “next”



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:




Rafael Espinoza
Cardholder
1/31/2021 | 2:28:59 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

9. Hit "Sign"

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: 


NEXT

Sign
↓

Rafael Espinoza
Cardholder
1/31/2021 | 2:46:52 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

Required - Signature Applied


Rafael Espinoza
Cardholder
1/31/2021 | 2:48:18 PM EST

Rafael's P-card Supervisor
Supervisor/Approved Designee

10. Hit "Finish"

Done! Select Finish to send the completed document.

FINISH

TO: Rafael Espinoza
Cardholder
FROM: Rafael's P-card Supervisor
Supervisor/Approved Designee

Note: You are done with this form and it will now route to your p-card supervisor via email.