Reviewing and Certifying Monthly Recon Packages

1. Open the email from DocuSign. The subject line for the email will have the name and SSO number of your p-cardholder. Hit "Review Documents"

	UMBC AN HONORS UNIVERSITY
	UMBC Procurement Office sent you a document to review and sign.
UI ds	MBC Procurement Office spo@umbc.edu
PI	ease fill out and sign this document.
Po	wered by DocuSian

2. Hit "Continue"

2				
Please review the documents below.		(CONTINUE	OTHER ACTIONS
		Cardholder		
	FROM:	Rafael's P-card Supervisor		
		Supervisor/Approved Designee		

3. Once you are done reviewing the p-cardholder's package (pages 2 and up if there are transactions for the period), hit the "Sign" orange ribbon:

	Supervisor/Approved Designee			
START				
	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 mor reconciliation: 1) are reasonable and appropriate for their using department, 2) match the correspond 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 Statemen and receipts to document each transaction are attached/included. All digital monthly reconciliation fi 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 Rafael Espinoza Rafael Spinoza			
	CardholderSupervisor Approved Designee1/31/2021 3:02:14 PM EST1/31/2021 4:12:29 PM EST			
	(Must be completed within 30 days after the end of the billing cycle.)			

4. Hit "Adopt and Sign"

[>] Adopt Your Signature

Confirm your name, initials, and signature.	
* Required	
Full Name*	Initials*
Rafael's P-card Supervisor	RPS
SELECT STYLE	
PREVIEW	Change Style
Rafael's P-card Supervisor RPS	
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my agent) use them on documents, including legally binding contracts - just the same as a pen-and-pape	my signature and initials for all purposes when I (or r signature or initial.
ADOPT AND SIGN CANCEL	

You should see a similar outcome with your signature as shown below:

By electronically signin Supervisor/Approved D reconciliation: 1) are re VISA statement and 3) regulations, policies and and receipts to documer are to be saved in a secu personnel have access.	g and dating this monthl esignee or approved des asonable and appropriat comply with the current d procedures. Digital cop at each transaction are at ared Box folder created b	ly reconciliation form, the ignee certify that the purcl e for their using department t UMBC and Maryland Stand bies of the PeopleSoft Trans- tached/included. All digitary by the department where o	Cardholder and hases contained in the mo nt, 2) match the correspor ate purchasing card isaction Log, Visa Statem al monthly reconciliation nly the authorized departe	onthly ading aent files ment
Were there any transa Attach PeopleSoft Tra	ctions during this Reco nsaction Log, Visa Sta	onciliation Period? × tement, and receipts here	Yes No e:	/
Kafael Espinoza		Kafael'	s P-card Supervisor	
Rafael Espinoza		Rafael's	P-card Supervisor	
Cardholder		Supervis	sor/Approved Designee	
1/31/2021 3:02:14]	PM EST	1/31/202	21 4:12:29 PM EST	
(Must be completed	within 30 days after the	end of the billing cycle.)		

5. Hit "Finish"

Done! Select Finish to send the completed document.		FINISH
	Q Q 🛧 🖬 Ø	
	Supervisor/Approved Designee	

6. Once you get a final email confirmation that your document has been completed, open the document and download the monthly certification form:





Note: The final signed certification form must be uploaded to the BOX folder by the p-card supervisor or p-cardholder. All p-card holders and p-card supervisors should have received a box link from Procurement where these electronic recon packages should be saved.