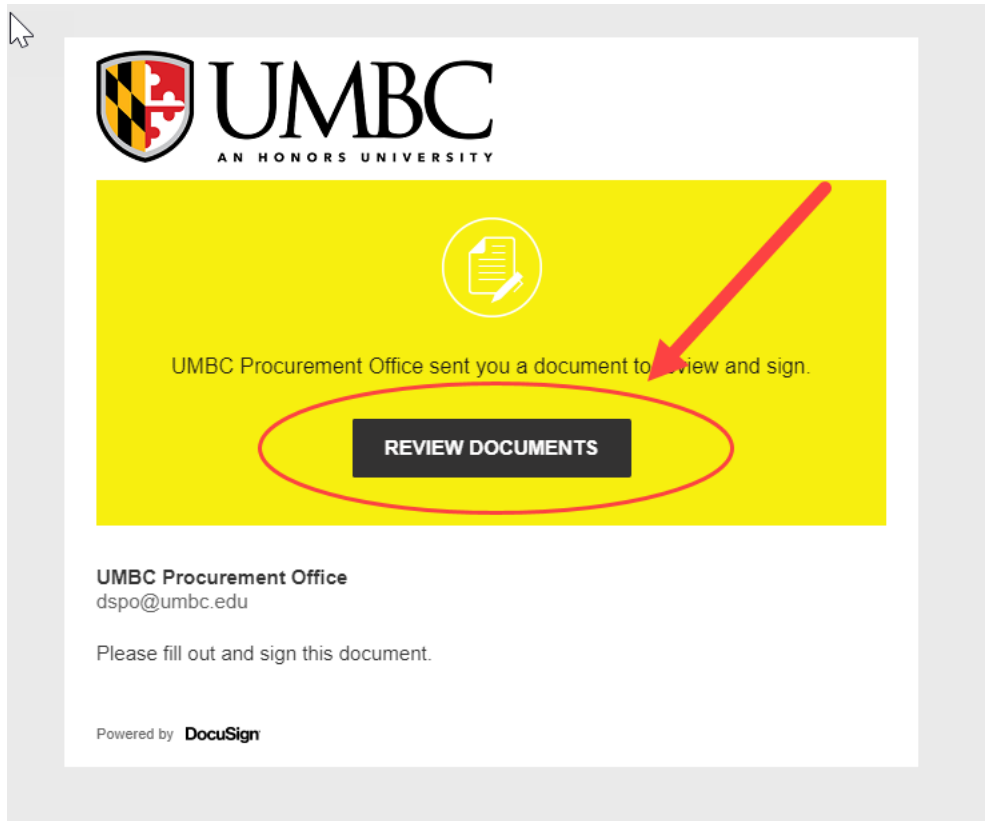


Reviewing and Certifying Monthly Recon Packages

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”



2. Hit “Continue”



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:

START

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.

Were there any transactions during this Reconciliation Period? Yes No

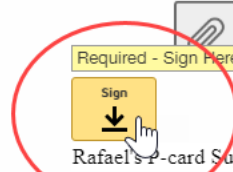
Attach PeopleSoft Transaction Log, Visa Statement, and receipts here:

Rafael Espinoza

Rafael Espinoza

Cardholder

1/31/2021 | 3:02:14 PM EST



Rafael's P-card Supervisor

Supervisor/Approved Designee

1/31/2021 | 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*

Rafael's P-card Supervisor

Initials*

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 signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

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



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:



Rafael Espinoza

Rafael Espinoza

Cardholder

1/31/2021 | 3:02:14 PM EST

Rafael's P-card Supervisor

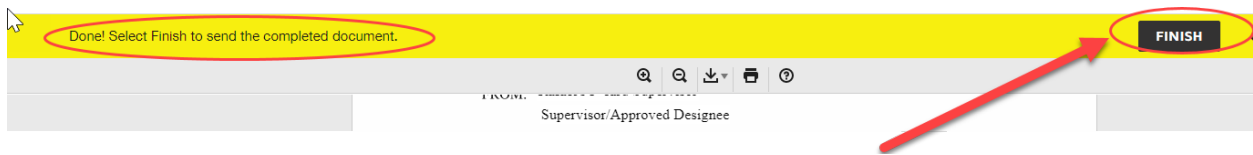
Rafael's P-card Supervisor

Supervisor/Approved Designee

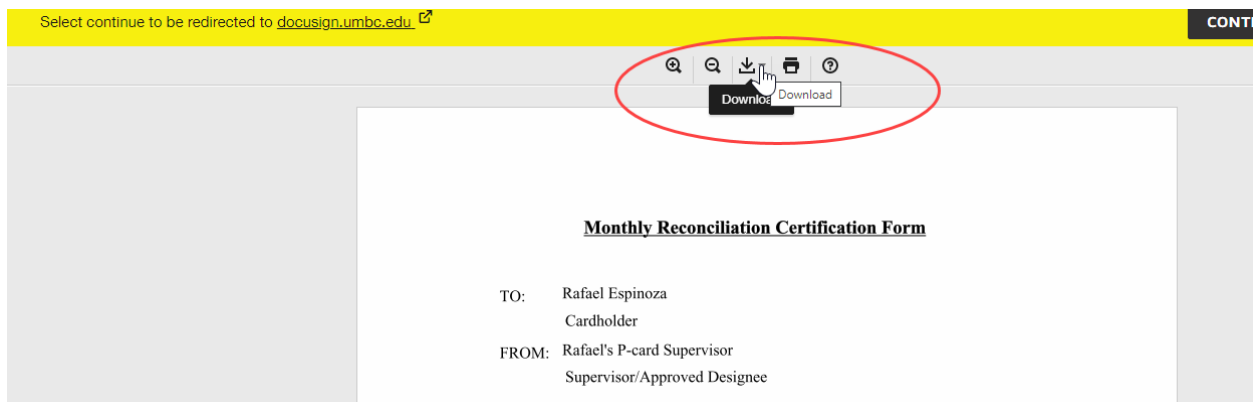
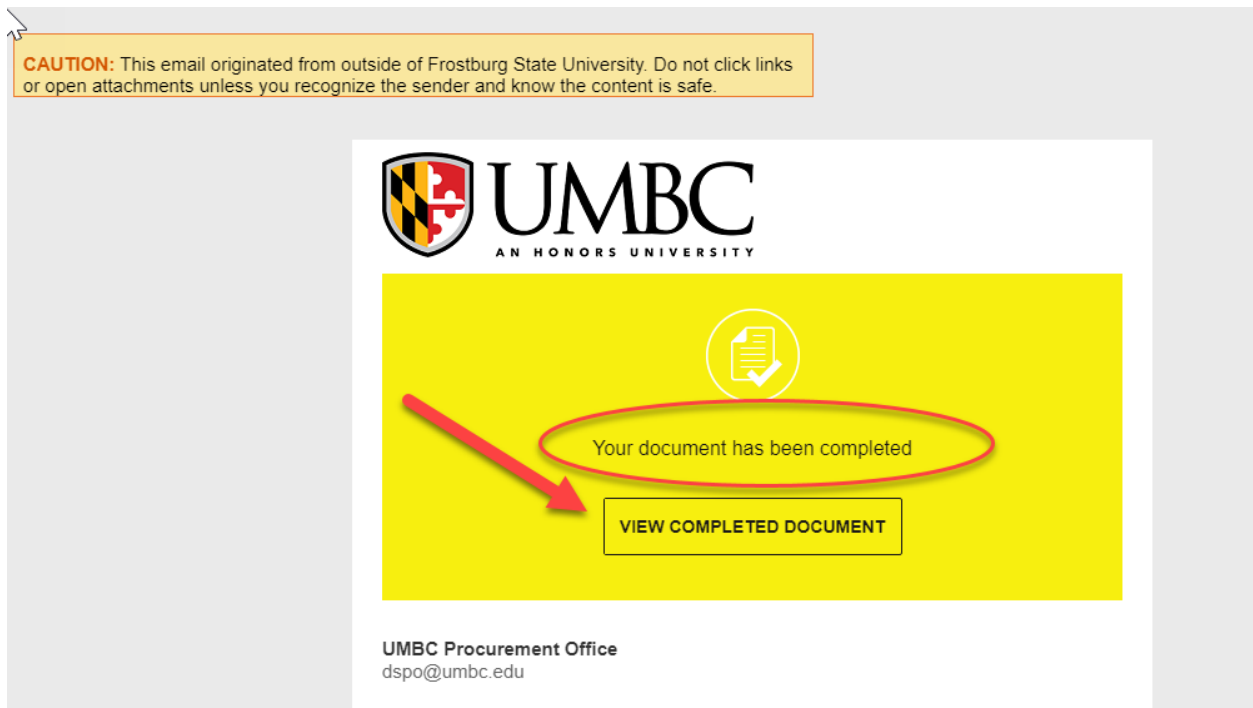
1/31/2021 | 4:12:29 PM EST

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

5. Hit "Finish"



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.