PROCARD RECONCILIATION & APPROVAL FORM

The ProCard Reconciliation & Approval Form uses Adobe Sign to allow the cardholders and approvers to sign their packets electronically. You must initiate the form process before you can complete and sign the ProCard Reconciliation & Approval Form. These instructions cover initiating the form, completing and signing the form, and declining to sign the form.
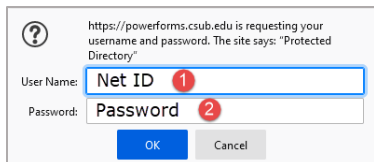
If the Cardholder's Approving Official does not have signature authority over all chartfields being charged, use the additional Person fields until all chartfields have been approved. Each approver may have an optional person added before them in the workflow so they can review the paperwork before the Approver.

All BKSPA statements and any BKCMP statements charging funds that begin with "SC" must be routed as follows:

1. If the charges on SPA funds or CMP/"SC" funds are under $3,000.00:
   - Add spapostaward@csub.edu as the last approver.

2. If the charges on SPA funds or CMP/"SC" funds are $3,000.00 or more:
   a. Add spapostaward@csub.edu as the next-to-last approver and
   b. Add mthornsberry@csub.edu as the last approver.

INITIATING THE FORM

1. To begin, click the ProCard Reconciliation & Approval Form link: ProCard Reconciliation & Approval Form

2. When the authentication screen opens,

   a. In the User Name, enter your Net ID

   b. In the Password, enter your Password

   c. Click OK

3. The Procurement – ProCard Reconciliation & Approval Form screen appears.

4. For the Initiator (Person 1 - the person initiating the reconciliation),

   - Enter your email address

5. For the ProCard Cardholder (Person 2 – required if the Initiator (Person 1) is not the cardholder)

ProCard Cardholder (leave blank if the Initiator and the Cardholder are the same person) (Person 2)

Enter Recipient's Email

- If you are not the cardholder, enter the email address of the cardholder

6. For the Person 3 – Person 10 fields,

Person 3

Enter Recipient's Email

Person 4

Enter Recipient's Email

Person 5

Enter Recipient's Email

a. Enter the email address of the next person who needs to sign the form, i.e. Approving Official, Budget Reviewer, COA (Chartfield) Approver, Dept/Program Approver, Previewer, Principal Investigator (PI), Grants Analyst, SPPA Director (after Grants Analyst), etc.

b. If this statement is a BKSPA statement or any BKCMP statement charging funds that begin with "SC", the Grants Analyst (spapostaward@csub.edu) must be the next-to-last signer and the SPPA Director (mthornsberry@csub.edu) the last signer.

c. Otherwise, leave it blank

7. In the Fields section

Fields

Cardholder Name *

Ⓐ

Business Unit *

Ⓑ

Statement Month/Year ie. June 2020 *

Ⓒ

a. For the Cardholder Name, enter the name of the cardholder

b. For the Business Unit, enter the business unit

c. For the Statement End Date…, enter the statement month separated with a space and followed with the year, such as June 2020

8. Click **Submit**, Submit

**Procurement - ProCard Reconciliation Cover Sheet**

The agreement has been submitted successfully. The first recipient should receive an email shortly with a link to the agreement.

After clicking Submit, you will see a confirmation message indicating that Adobe Sign will send an email to the cardholder you specified with a button/link to the ProCard Reconciliation & Approval Form in Adobe Sign.

COMPLETING AND SIGNING THE FORM

1. To complete and sign the form, locate the desired email

2. From your email, click **Review and Sign**
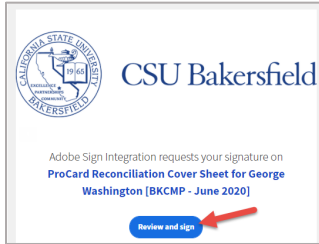
3. Your default browser will open with the ProCard Reconciliation & Approval Form

4. The form will be populated with the Cardholder Name, Business Unit, and Statement End Date you entered previously.

5. In the Contact phone/email, enter the cardholder's phone number or email address

6. The Supporting Documentation section allows you to upload your supporting documentation, such as receipts, invoices, etc. To do so,

   a. Click the **Click to Attach supporting…** field

   b. Navigate to the desired file and select it

   c. Click **Open**

   Please Note:
   You can only attach one file at a time. Each file must be less than 5 MB. Use the additional Attachment fields to upload the rest of your documentation. If you need to attach more than 6 documents, please combine the documents/files into a single document. For instructions, please refer to the Combining Files with Adobe Acrobat *job aid.*

7. In the Approvals section,

   a. Click the Select… drop down

   b. Select the appropriate approver type

   c. Click **Click here to sign**

   d. Click Apply

8. At the bottom of the screen, click the button, **Click to Sign**

   The form will route automatically to the next individual. After all signatures are collected, the form will be sent to Procurement.
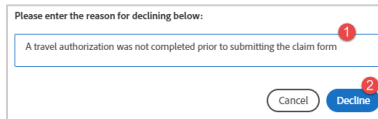
DECLINING TO SIGN THE FORM

If needed, you can decline to sign the ProCard Reconciliation & Approval Form.

1. To deny or decline the request, click the Options button ☰ or drop down [Options ⌄]

2. From the menu, click **Decline to sign**

| Read agreement |
| Delegate signing to another |
| Decline to sign |

3. In the box,
    a. Enter your reason for declining
    b. Click **Decline**

Please enter the reason for declining below: ❶
A travel authorization was not completed prior to submitting the claim form

(Cancel) (Decline) ❷

4. The requestor will receive an email stating that the request was denied and your reason for denying the request.

SETTING UP YOUR PREFERENCES

Necessary to ensure you will receive notification of forms being declined, etc.

1. In the upper-right corner of your Adobe Sign page, click on your name, then choose My Profile from the dropdown.
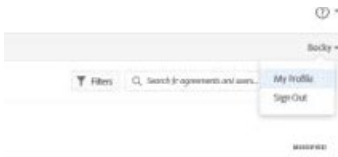
2. Choose the preferences that you want notifications for. At a minimum, check the highlighted boxes below.

My Notifications ↻

Personal Preferences
- My Profile
- Access Tokens
- Auto Delegation
- My Notifications
- Shared Notifications
- My Signature
- Language Preferences

Select which changes in status should trigger an e-mail notification or create an event ⍰

Email	Event	
☐	☐	Agreement sent
☐	☐	Agreement viewed
☑	☑	Agreement signed or approved
☑	☑	Agreement declined
☑	☑	Agreement delegated
☐	☐	Signed copy uploaded by sender
☑	☑	Agreement expired
☑	☑	Email sent to a signer bounced and was not delivered