# ProCard Newsletter
## MARCH 2023

## CARDHOLDER HALL OF FAME

**Outstanding Cardholder:**

### Elijah Zaito

Submits statements on time, includes complete documentation, and asks questions about the ProCard policies and requirements. Way to go, Elijah!

## CSUB PROCARD TEAM

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## FRIENDLY REMINDERS FROM THE PROCARD TEAM - ADOBE SIGN POWERFORMS

- Several of the most common ProCard forms are automated Adobe Sign PowerForms, including the ProCard Reconciliation and Approval Form for submitting monthly reconciliation packets, the ProCard Revision Form, and various hospitality approval forms.

- The form initiator will start a PowerForm by entering the email addresses of the intended recipients. This list will include the initiator themselves, along with any approvers who need to sign the form.

- When the PowerForm is submitted, it will first come to the initiator's email address, where they will then be prompted to add attachments and/or fill in the form fields. When the initiator has completed their part, the form will route to the other signers.

- The initiator should get an email notification from Adobe Sign when a form is completed or cancelled. Instructions for setting up Adobe Sign preferences to allow these notifications are provided on page 4 of the ProCard Reconciliation and Approval Form Instructions.

- The ProCard and hospitality PowerForms are available on the Campus Forms Gateway.

### FY 22/23 PROCARD YEAR-END DEADLINES

The ProCard billing cycle for June is **MAY 11 – JUNE 12**

The reconciliation period in PeopleSoft for the June statement is **JUNE 13 - JUNE 22**

ProCard transactions must be processed by **JUNE 12** in order to make the June billing cycle and post to FY 22/23

Use Tax chargebacks for purchases made in the June 2023 billing cycle will post to the **FY 2023-24** budget.

## NEW TO CSUB PROCARD? OPEN ZOOM LAB OCCURS EVERY OTHER FRIDAY FROM 10:00 TO 11:00 AM

Zoom labs are moderated by Bethany Davis and are open to all ProCard holders. A meeting invitation will be sent to all cardholders prior to each lab date. This month's featured topic will be **ADOBE SIGN POWERFORMS**, so come prepared with your PowerForm questions!

This month's Zoom labs will occur on **MARCH 10TH** and **MARCH 24TH.**