

How to track the status of your ProCard reconciliation, submitted via the Adobe Sign Workflow on the forms gateway. https://www.csub.edu/forms/sta_fac/index.html

1. Log into Adobe Sign. <https://www.csub.edu/training/pgms/adobesign/index.html>
2. Go to the Manage tab and search for "procard". That should pull up all the procard paperwork you've submitted.



CSU Bakersfield

POWERED BY
Adobe Sign

Home Send **Manage** Reports Group

Your agreements ▾

Filters

Search for agreements and users...

3. Identify the month you want to track.

RECIPIENTS	SENDER	TITLE
Becky Lappin 3 of 3 completed	Procurement Department CSU - California State University Bakersfield	ProCard Reconciliation a... lappin [BKCMP - Sept 2021]

- a. Click / highlight the line.
- b. That will bring up the details section on the right side of the screen.
- c. Click on bring up Recipients.

Search for agreements and users...

	MODIFIED ↓
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ProCard Reconciliation and Approval Form for Rebecca lappin [BKCMP - Sept 2021]

Created Sep 13, 2021 12:48 PM

From: Procurement Department
(procurement@csub.edu)

Status: Signed

Message: Please complete and sign the ProCard Reconciliation and Approval Form for Rebecca lappin [BKCMP - Sept 2021]

Actions

- Open Agreement
- Download PDF
- Download Audit Report
- Hide Agreement
- Share

[See 2 more](#)

> **Recipients** (3 Completed)

- d. You'll see everyone who the form will or was routed to. A green check mark will be next to everyone who signed the form.
 - i. If someone hasn't signed it and it's been a while, then the cardholder should contact the signer and ask them to sign it ASAP.
- e. Bethany Davis is the final signer on all ProCard reconciliations, so if she's approved it, the reconciliation is complete.



- 4. If you're notified that this reconciliation is missing, email Bethany a copy of a screenshot like this, to prove it's completed.

