PROCARD RECONCILIATION COVER SHEET

The ProCard Reconciliation Cover Sheet 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 Cover Sheet. 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, Additional Approver(s) must be added until all chartfields have been approved. Each Approver may have an optional Previewer 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 Cover Sheet form link: ProCard Reconciliation Cover Sheet
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 Cover Sheet screen appears.
4. For the Initiator (the person submitting the reconciliation),
   • Enter your email address
5. For the ProCard Cardholder,

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

6. For the Cardholder's Approving Official Previewer (optional),

a. If someone needs to review the form before the cardholder’s Approving Official, enter the email address of that person in this field
b. Otherwise, leave it blank

7. For the Cardholder’s Approving Official, enter the email address of the approving official for the card

8. For the Additional Approver Previewer 1

a. If someone needs to review the form before the Additional Approver 1, enter the email address of the at person in this field
b. Otherwise, leave it blank

9. For the Additional Approver 1,

a. If the Approving Official does not have signature authority for all the chartfields being used, enter the email address of an official that does.
   
b. If this is your last approver and this is a BKSPA statement or any BKCMP statement charging funds that begin with "SC", enter the appropriate email address (see above)
   
c. Otherwise, leave it blank

10. For the Additional Approver Previewer 2

a. If someone needs to review the form before the Additional Approver 2, enter the email address of the at person in this field
b. Otherwise, leave it blank
11. For the Additional Approver 2,

   a. If the Additional Approver 1 does not have signature authority for all the chartfields being used, enter the email address of the official that does.
   b. If this is your last approver and this is a BKSPA statement or any BKCMP statement charging funds that begin with “SC”, enter the appropriate email address (see above)
   c. Otherwise, leave it blank

12. For the Additional Approver Previewer 3

   a. If someone needs to review the form before the Additional Approver 3, enter the email address of the at person in this field
   b. Otherwise, leave it blank

13. For the Additional Approver 3,

   a. If the Additional Approver 2 does not have signature authority for all the chartfields being used, enter the email address of the official that does.
   b. If this is your last approver and this is a BKSPA statement or any BKCMP statement charging funds that begin with “SC”, enter the appropriate email address (see above)
   c. Otherwise, leave it blank

14. In the Fields section

   a. For the Cardholder Name, enter the name of the cardholder
   b. For the Business Unit, enter the business unit
   c. For the Statement Month/Year…., enter the statement month separated with a space and followed with the year, such as June 2020

15. Click Submit.

   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 Cover Sheet 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 Cover Sheet
4. The form will be populated with the Cardholder Name, Business Unit, and Statement Month/Year 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 **Click here to sign**
   b. Click **Apply**
8. At the bottom of the screen, click the **[Click to Sign]** button.

*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 Cover Sheet.

1. To deny or decline the request, click the Options button or drop down.
2. From the menu, click **Decline to sign**.

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

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.