

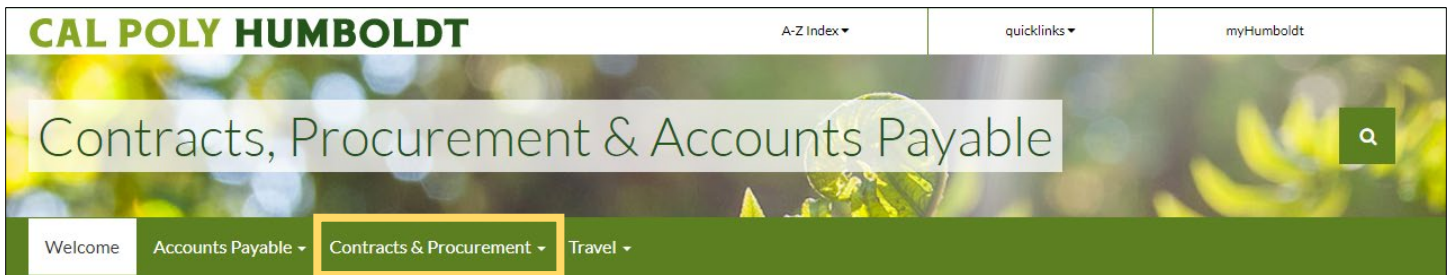
# **CAL POLY HUMBOLDT**

Contracts, Procurement & Accounts Payable

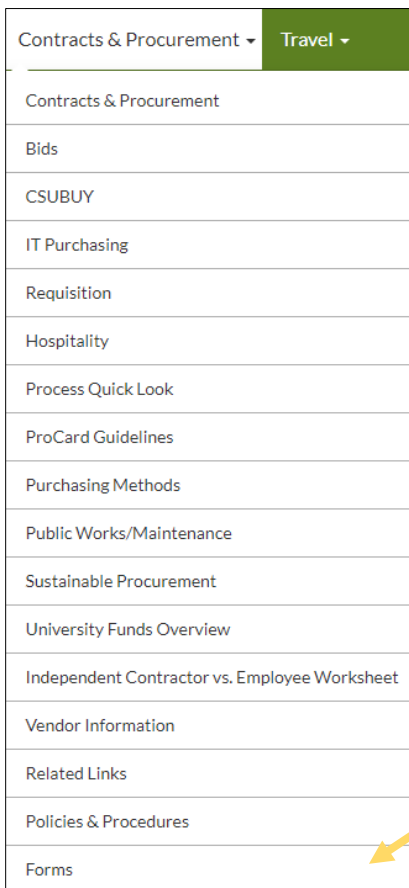
## **ProCard Reconciliation Submission**

This guide is intended to be used after the completion of your [reconciliation](#) (Reconciliation Guide linked).

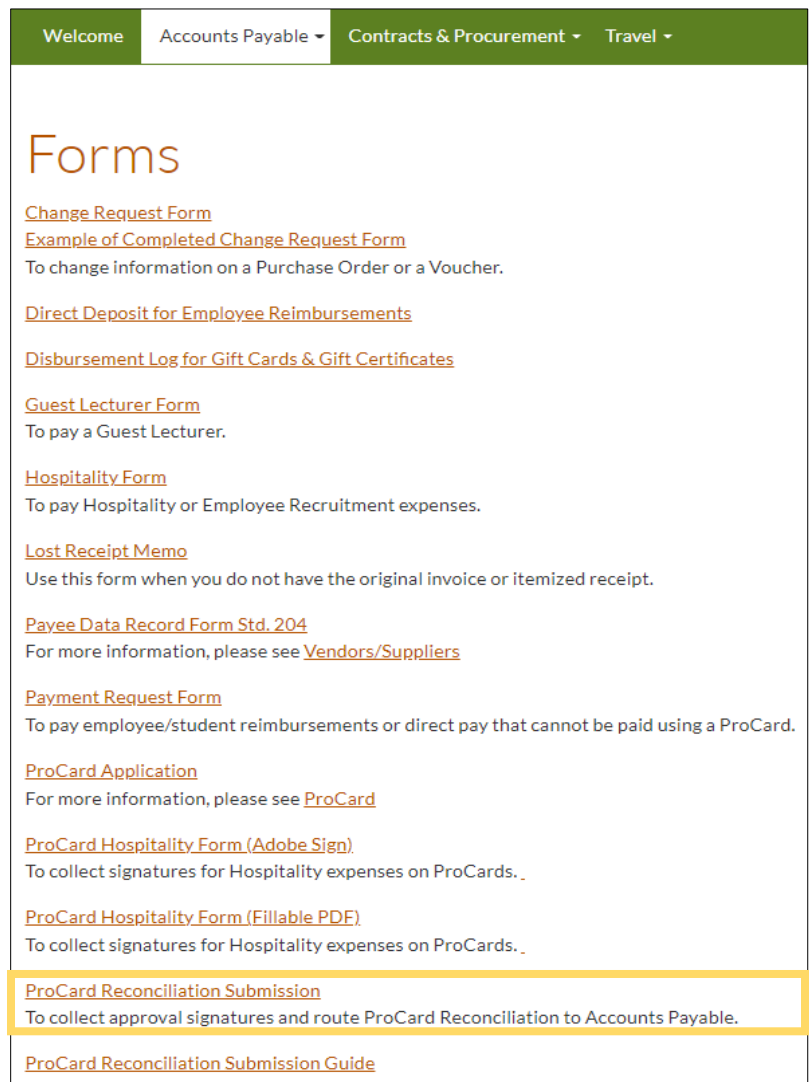
1. To access ProCard Reconciliation Form go to the [Contracts, Procurement & Account Payable](#) page



Select Contracts & Procurement and click forms



Select Procurement - ProCard Reconciliation Submission



2. Add the email of the ProCard Preparer or Cardholder under **“Form Filler”**
3. Add email under **“Additional Review”** if the department requires a Reviewer before Approving Official
4. Add the email of the Cardholder under **“Cardholder”**
5. Add the direct Approving Official (Department Chair or MPP) under **“Administrator”**
  - **“Additional Approver”** is only if the department requires additional approvals

### Procurement - ProCard Reconciliation Submission

How this workflow works?  
Please add the cardholder's email to the "Cardholder" field, and the cardholder's administrator to the "Administrator" field. If the cardholder needs to collect additional approvals, please add the additional emails to the Additional Signer field(s).

**Recipients** ?

**Form Filler\***

✉ Enter recipient email ✉ Email

**Additional Review Signature**

✉ Enter recipient email ✉ Email

**Additional Review Signature 2**

✉ Enter recipient email ✉ Email

**Card Holder\***

✉ Enter recipient email ✉ Email

**Administrator\***

✔ Enter recipient email ✉ Email

**Additional Approver Signature 1**

✔ Enter recipient email ✉ Email

**Additional Approver Signature 2**

✔ Enter recipient email ✉ Email

**Accounts Payable\***

✉ accountspayable@humboldt.edu ✉ Email

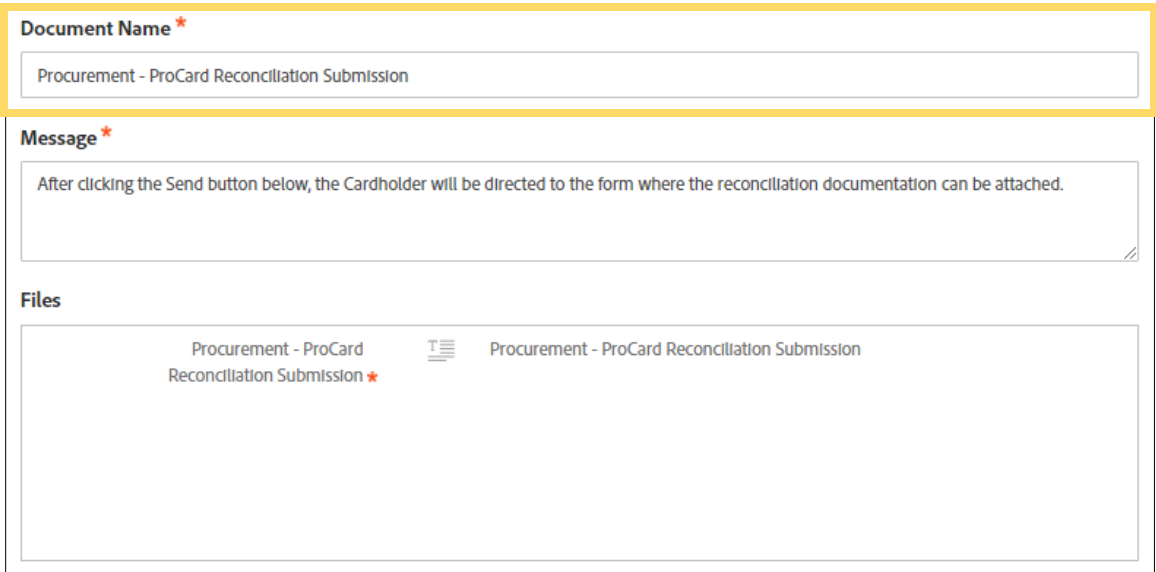
**CC** | [Hide](#)

**Cc**

Enter CC's emails

6. **Account Payable** is automatically set.

6. On “**Document Name,**” add the Month and Year, so it is clear to all recipients



**Document Name \***

Procurement - ProCard Reconciliation Submission

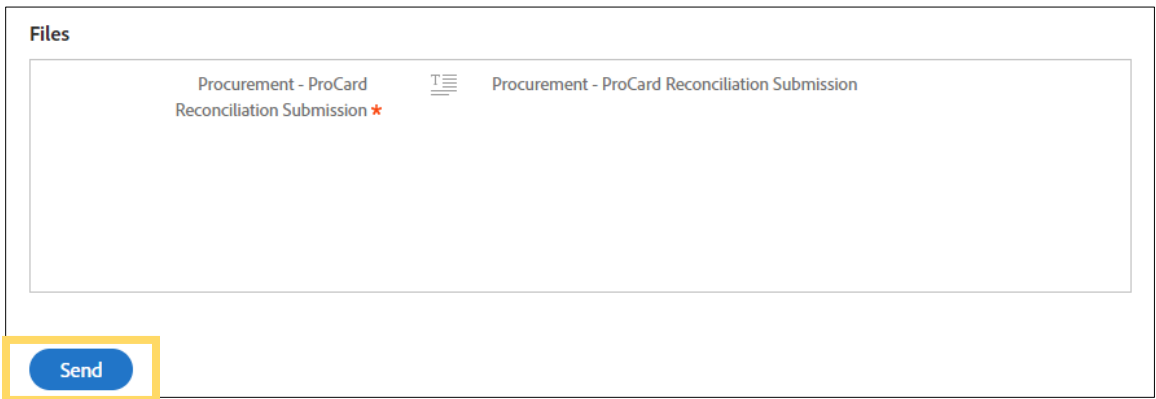
**Message \***

After clicking the Send button below, the Cardholder will be directed to the form where the reconciliation documentation can be attached.

**Files**

Procurement - ProCard Reconciliation Submission \*

7. Once emails have been filed, click send, and it will take you to the Adobe Form.



**Files**

Procurement - ProCard Reconciliation Submission \*

**Send**

8. Fill out the statement month and year
9. The amount should be for the statement

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### ProCard Reconciliation

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Card Holder \_\_\_\_\_ Administrator \_\_\_\_\_

Additional Review (optional)

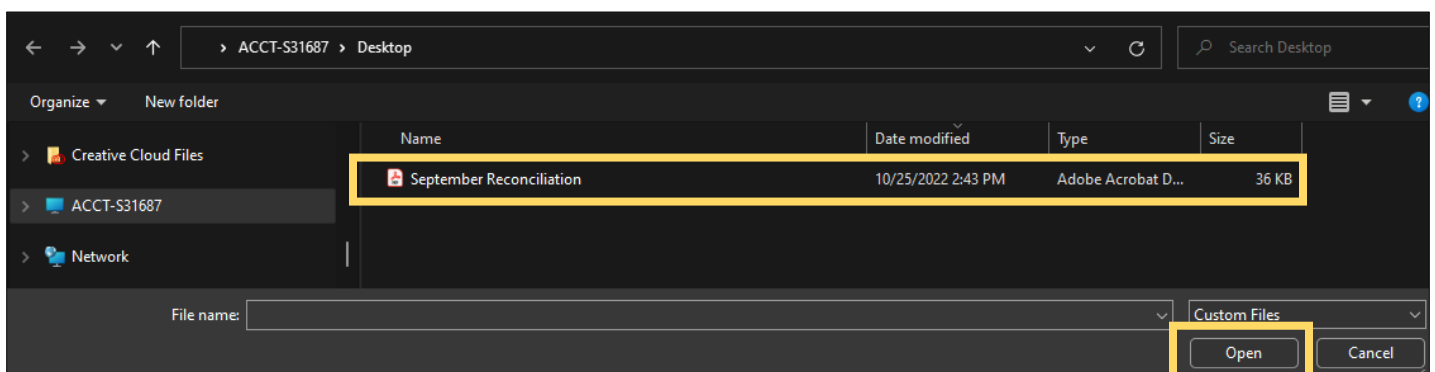
**Start** →

Use the link below to attach the reconciliation documentation.

[\\* Click to Attach Reconciliation Docum...](#)

Notes and Comments:

10. Click on **“Attach Reconciliation Document”** to upload your document
11. Locate the file that you want to attach from your computer. Click on it to select it, and then click Open



12. Once the file is attached, click Submit

By form filling, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with CSU - Humboldt State University.

Submit

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ProCard Reconciliation

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Card Holder Administrator

Additional Review (optional)

You have successfully signed "Procurement - ProCard Reconciliation Submission".

13. An email will be sent for Cardholder's review and signature

Signature requested on "Procurement - ProCard Reconciliation Submission" External > Inbox x

14. Cardholder adds a **signature** and **clicks to sign** at the bottom.

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ProCard Reconciliation

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Card Holder Administrator

Start \* Click here to sign Nov 21, 2022

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with CSU - Humboldt State University.

Click to Sign

Once the signatures are complete, Account Payable will receive a completed reconciliation.

If you have questions, please either email: [accountspayable@humboldt.edu](mailto:accountspayable@humboldt.edu) or call 707.826.3512