

**Contracts, Procurement & Accounts Payable** 

# **ProCard Reconciliation Submission**

This guide is intended to be used after the completion of your reconcilation.

1. To access ProCard Reconciliation Form go to the Contracts, Procurement & Account Payable page



### Select Contracts & Procurement and click forms

Contracts & Procurement → Travel →	
Contracts & Procurement	
Bids	
CSUBUY	
IT Purchasing	
Requisition	
Hospitality	
Process Quick Look	Welcome Accounts Payable  Contracts & Procurement  Travel
ProCard Guidelines	
Purchasing Methods	Forms
Public Works/Maintenance	Change Request Form
Sustainable Procurement	Example of Completed Change Request Form
University Funds Overview	To change information on a Purchase Order or a Voucher.
Independent Contractor vs. Employee Worksheet	Direct Deposit for Employee Reimbursements
Vendor Information	Dispursement Log for Gift Cards & Gift Certificates
Related Links	To pay a Guest Lecturer.
Policies & Procedures	Hospitality Form
Forms	To pay Hospitality or Employee Recruitment expenses.
	<u>Lost Receipt Memo</u> Use this form when you do not have the original invoice or itemized receipt.
Select Procurement - ProCard Reconciliation Submission	Payee Data Record Form Std. 204 For more information, please see <u>Vendors/Suppliers</u>
	Payment Request Form To pay employee/student reimbursements or direct pay that cannot be paid using a ProCard
	ProCard Application For more information, please see <u>ProCard</u>
	ProCard Hospitality Form (Adobe Sign) To collect signatures for Hospitality expenses on ProCards.
	ProCard Hospitality Form (Fillable PDF) To collect signatures for Hospitality expenses on ProCards.
	ProCard Reconciliation Submission

To collect approval signatures and route ProCard Reconciliation to Accounts Payable.

ProCard Reconciliation Submission Guide

- 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

Procu	rement - ProCard Reconciliation Submission			
How this w Please add collect add	rorkflow works? the cardholder's email to the "Cardholder" field, and the cardholder's administrator to the "Adn Iltional approvals, please add the additional emails to the Additional Signer field(S).	ninistrat	or"	field. If the cardholder needs to
Recipient	s			0
Form Fille	2r*			
R.	Enter recipient email	$\bowtie$	~	Email
Additiona	l Review Signature			
Ó	Enter recipient email	$\bowtie$	~	Email
Additiona	l Review Signature 2			
Ó	Enter recipient email		~	Email
Card Hold	Jer*			
Ó	Enter recipient email		~	Email
Administr	ator*			
•	Enter recipient email	$\bowtie$	~	Email
Additiona	l Approver Signature 1			
•	Enter recipient email	$\bowtie$	~	Email
Additiona	l Approver Signature 2			
۲	Enter recipient email	$\bowtie$	~	Email
Accounts	Payable*			
Ŀ	accountspayable@humboldt.edu	$\bowtie$	~	Email
CC   Hide	2			
Enter C	C'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.	
Procurement - ProCard I T Procurement - ProCard Reconciliation Submission Reconciliation Submission *	

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

Files			
	Procurement - ProCard Reconciliation Submission <b>*</b>	<u>T</u>	Procurement - ProCard Reconciliation Submission
	_		
Send			

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

		CAL POLY H	JMBOLDT
			ProCard Reconciliation
	-	Card Holder	Administrator
		Additional Review (option	al)
Start		Month *Select	▼ Year <sup>*Sele</sup> ▼ Amount <sup>*</sup> USD
		Use the link	below to attach the reconciliation documentation.
		*Click to Attach Recor	ciliation 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

$\leftarrow \rightarrow \checkmark \uparrow \rightarrow AC$	CT-S31687 > Desktop		~ C		
Organize 🔻 New folder					
Creative Cloud Files	Name	Date modified Typ	pe	Size	<u>.</u>
	September Reconciliation	10/25/2022 2:43 PM Ad	lobe Acrobat [	) 36 KB	
> 💻 ACCT-S31687					
> 🎦 Network	I				
File name:				Custom Files	~
				Open	Cancel



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

Signature requested on "Procurement - ProCard Reconciliation Subr	mission" 👝	xternal	•	Inbox ×
signature requested on ribedrement. Trocard Reconciliation sub-		Kternur	<b>-</b>	IIIDOX X

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

By signing, I agree to this agreement, the Consumer Disclosure and to do business

electronically with CSU - Humboldt State University.

		ProC	ard Reco	nciliation	
	Card Holdor			Administrator	
Start	*Click here to sign	Ν	lov 21 2022	Auministrator	

**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 or call 707.826.3512