

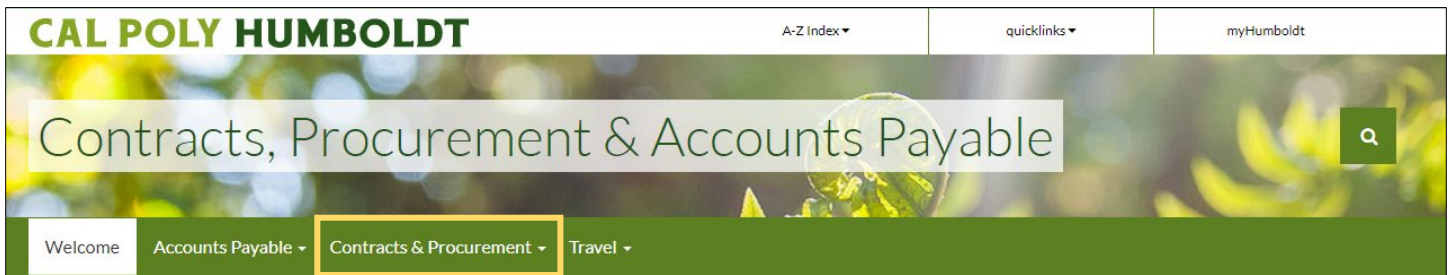
CAL POLY HUMBOLDT

Contracts, Procurement & Accounts Payable

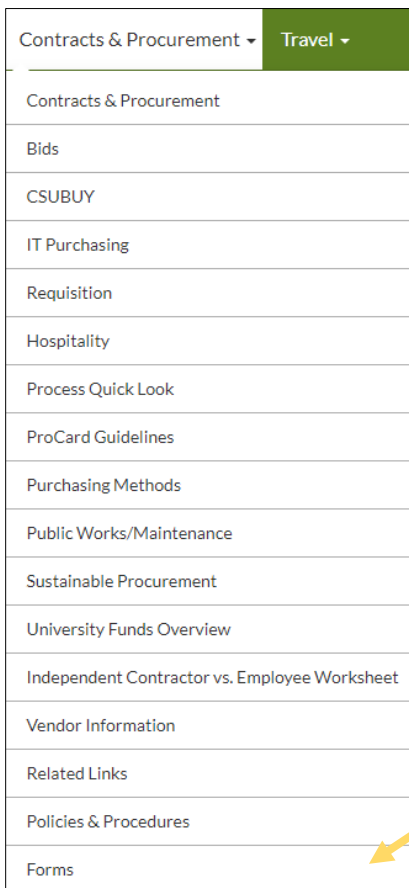
ProCard Reconciliation Submission

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

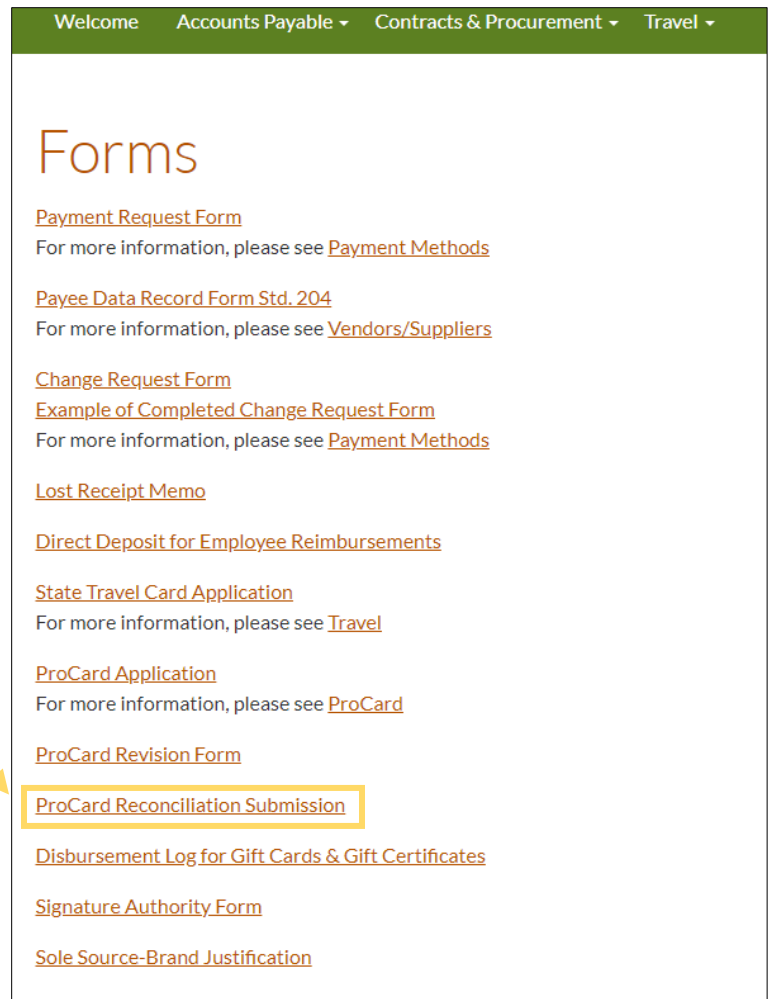
1. To access ProCard Reconciliation Form go to [Contracts, Procurement & Account Payable](#) page



Select Contracts & Procurement and click forms



Select Procurement - ProCard Reconciliation Submission



2. Add email of the Cardholder under **“Cardholder”**
3. Add the direct Approving Official (Department Chair or MPP) under **“Administrator”**
 - **“Additional Approver”** is only if department require additional approvals
4. Account Payable is automatically set.
5. On **“Document Name,”** add the Month and Year so it is clear to all recipients

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 ?

Cardholder*

Administrator*

Additional Approver Signature

Additional Approver Signature 2

Accounts Payable*

Document Name *

Message *

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

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

Files

Procurement - ProCard Reconciliation Submission *

Procurement - ProCard Reconciliation Submission

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

ProCard Reconciliation

Card Holder **Administrator**

*Click here to sign Oct 27, 2022

Edna Lewis

Month *Select... Year *Select... Amount *USD

Use the link below to attach the reconciliation documentation.

*Click to Attach Reconciliation Docum...

Notes and Comments:

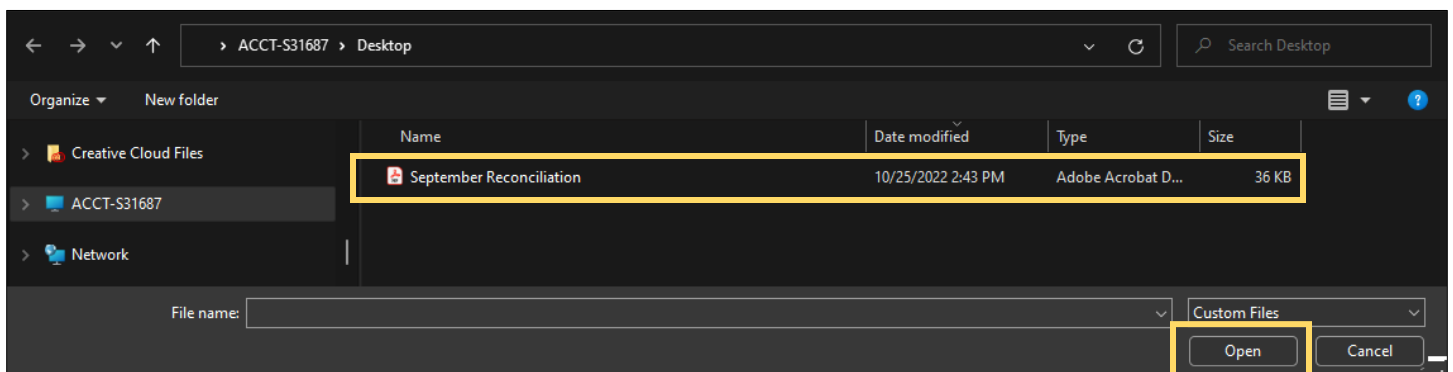
- 9. Click on “Attach Reconciliation Document,” to upload your document

Use the link below to attach the reconciliation documentation.


*Click to Attach Reconciliation Docum...

Notes and Comments:

- 10. Locate the file that you want to attach from your computer. Click on it to select it, and then click Open



11. Once the file is attached, click Sign

 <p>CAL POLY HUMBOLDT ProCard Reconciliation</p> <hr/> <p>Card Holder Administrator Edna Lewis Oct 27, 2022</p> <p>Month September Year 2022 Amount \$10,000.00</p> <p>Use the link below to attach the reconciliation documentation.</p>	<p>You have successfully signed "Procurement - ProCard Reconciliation Submission".</p>
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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