

Adobe Sign ProCard Statement Submission Instructions (Cardholder)

These instructions are to be followed if you are the cardholder submitting your own ProCard Statement for signatures & submission.

1. Click on the Procard Monthly Reconciliation [link](#) to start the form.
 - a. You will be prompted to log in to Adobe Sign.
 - b. In the email address line, type in your full SaLink email address, including @csus.edu. (ex. xxxxx@csus.edu) (see Figure 1. Adobe Sign-In screenshot)
 - c. Click the Continue button.
 - d. You will see an Adobe Sign splash screen as it routes you to the Adobe Sign Send page.

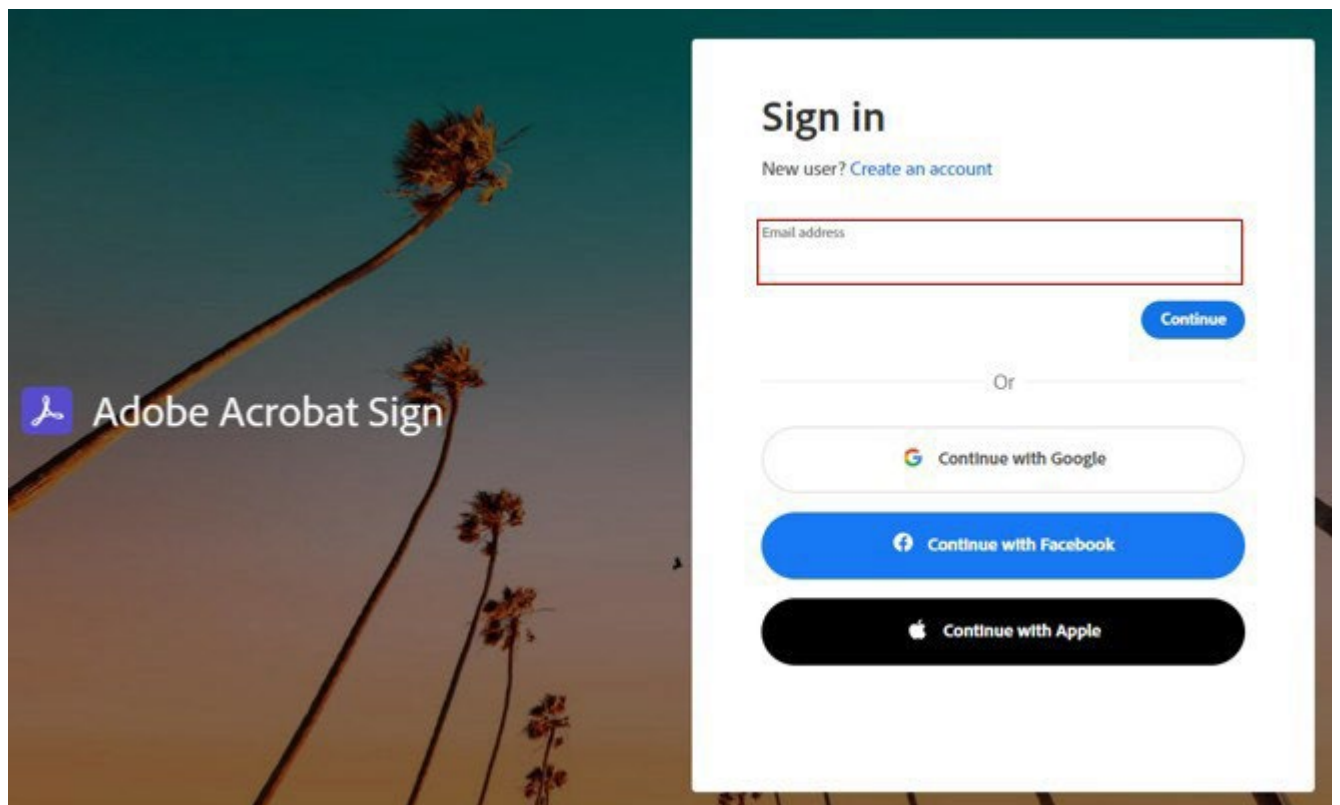


Figure 1. Adobe Sign-In screenshot

2. Once on the Adobe Sign Send page (see figure 2. for the Send page screenshot)
 - a. Click More for instruction on this form.
 - b. Navigate to the Recipient fields and enter the primary email address for the necessary fields. To ensure you are using the primary email address, navigate to directory.csus.edu
 - i. **Required Field** – Cardholder, this field should default to your email and say “myself” if you are the cardholder signing off on the statement.
 - ii. If there is preapproval needed by designated staff that is required by your department before your approving official, you may add them in the designated field.
 - iii. **Required Field** - Department Approving Official (Signature must be on file in Delegation of Authority list in CFS)
 - iv. If an additional approving official needs to be added you may add them in the designated field.
 - c. The Procurement Card Adobe email account auto-populates as the Acceptor and you will not be able to change this.
 - d. If you need to cc anyone else on the submission of the statement you may add them in the designated field.
 - e. In the Document Name field please put the month, year, first name and last name. Here is an example: July 2023 – Ariana Clark
 - f. Navigate to the Statement field. Click on Add File to attach the Procard Statement that is downloaded from CFS. **NOTE:** It is important to note for this document you and your Approving Official do not need to sign it anymore after downloading it from CFS. There is a new form in this process that will allow you both to sign off on it. Please continue with the steps to get to the signing part.
 - g. Navigate to the Supporting Documentation field to attach supporting documentation.
 - i. Ensure that all supporting documentation such as receipts, approvals, etc. are combined into one file and listed in the same order as the transactions notated on the monthly Procard Statement file.
 - h. Click the **Send** button to route the form for signature.

ABA_ProCard Monthly Reconciliation

How this workflow works?

The Cardholder and Approving Official must review the transactions and sign the reconciliation form. You are required to attach the US Bank statement and supporting documentation per the applicable ProCard, Procurement and Hospitality Policies. If you are splitting any charges with

[more](#)

Recipients

Cardholder*

Preapproval by a designated staff may be required by your department, Please input the staff's email below

Approving Official*

Additional Approver 1

Additional Approver 2

Additional Approver 3

Acceptor*

CC | [Hide](#)

Cc

Document Name*

Message*

Files

Document* ABA_PCS_ProCard Monthly Reconciliation

Statement* [Add File](#)

Supporting Documentation* [Add File](#)

Figure 2. Send page screenshot

- Once on the form, click the yellow tab to navigate to the required fields and type in your information based on the CFS statement (see Figure 3. for the US bank Procard Monthly Reconciliation Statement Approval form screenshot and Figure 4. Information based on statement).



US Bank Procard Monthly Reconciliation Statement Approval Form

Please complete the information below based on your statement:

Start

Business Unit: *	Invoice Number: *
Account Name: *	Invoice Date: *
Origin: *	Total Amount: *USD

Comments (Optional):

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholder's statement of disputed items is attached.)

Figure 3. Invoice Approval form screenshot

Cal State Univ Sacramento US BANK PROCARD

Business Unit: SACST	Invoice Number: PC12345678
Account Name: ARIANA CLARK 916/278-7546 #100000123	Invoice Date: March 22, 2022
Origin: USB	Total Amount: \$ 123.45

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp	Recon
				Distrib Ln# BU/GL Acct	Fund Dept Prgm Class Proj	Amount				

Figure 4. Information from Statement

- Once all the required fields are completed, click the blue **Click to Sign** button at the bottom of your screen (see Figure 5. the Click to Send button screenshot).



Figure 5. Click to Send button screenshot

5. A thumbnail of the form and confirmation message will display. (see Figure 6. Confirmation message screenshot) This message confirms that the Invoice Approval form was sent for approval. You will also receive an email confirmation that the document was sent out. This completes your portion of the workflow.

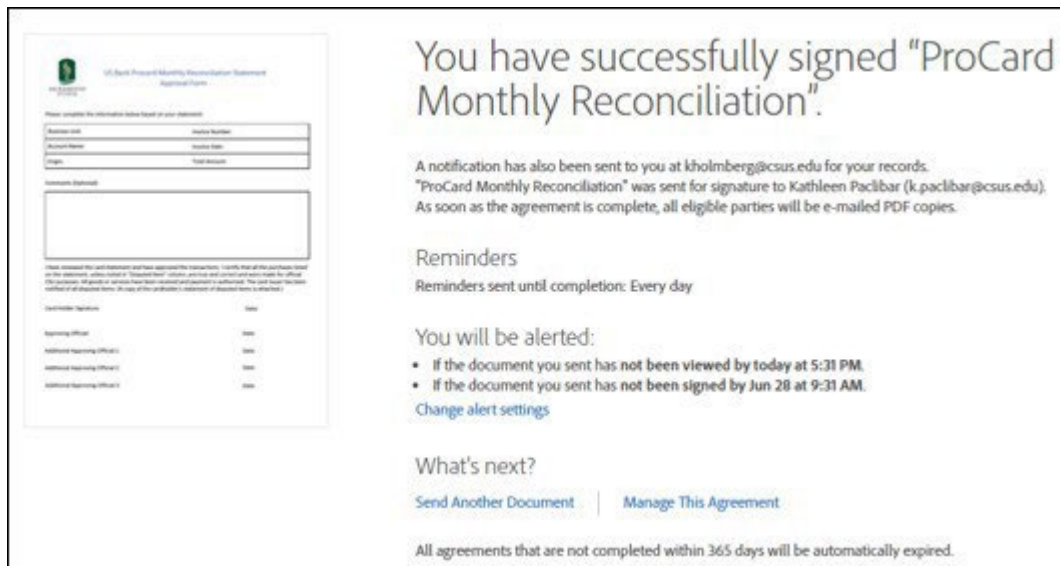


Figure 6. Confirmation message screenshot

6. Once the statement is approved by your Approving Official, you will receive an email confirmation. (see figure 7. Approval Confirmation screenshot) To view the approved document, click on the link provided in the email.



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Adobe
Acrobat Sign

ProCard Monthly Reconciliation between CSU - California State University Sacramento and Kimberley Holmberg is Signed and Filed!

To: Kimberley Holmberg and Kathleen Paclibar

Cc: Adobe Sign Financial Services

Notifications have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Acrobat Sign account.

The agreement is fully executed. The sender of this agreement has control over the retention period for this agreement which determines the amount of time it will be available for download from Adobe Acrobat Sign. Adobe recommends that you save a local copy of this fully-executed agreement for your records.

Why use Adobe Acrobat Sign:

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California State University, Sacramento
6000 J Street, Sacramento, CA 95819
Campus Main Phone: (916) 278-6011

www.csus.edu/information-resources-technology/remote-work/adobe-sign/

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

Figure 7. Approval Confirmation screenshot