Quarterly Certification by Supervisor

*This form is for internal use for the Supervisor and Reviewer.

This form is a working departmental review prior to VP/Deans official submission of Pcard quarterly review. Completed documents are stored in a Box folder allocated to each area identified for this process.

1. Supervisor name and email are auto populated from sign in.
2. Select option from drop down box:
   • **Required Reviewer only** – form goes to directly to Department Reviewer designated.
   • Optional Additional Reviewer – form will go to Additional Reviewer designated.
   • Optional FYI Notification – email notification goes to FYI person designated.

1. Enter College or Division:
   a. Enter Reviewer name and email.
   b. Optional Entry:
      i. Additional Reviewer if desired **OR**
      ii. FYI Notification person if desired.

As always, the following fields are required:

1. Quarter being reported
2. P-card Holder Name(s)
3. Initial Verifications
4. Department Name at the bottom

**Feedback:** Correct or Suggest an Article | Request Help