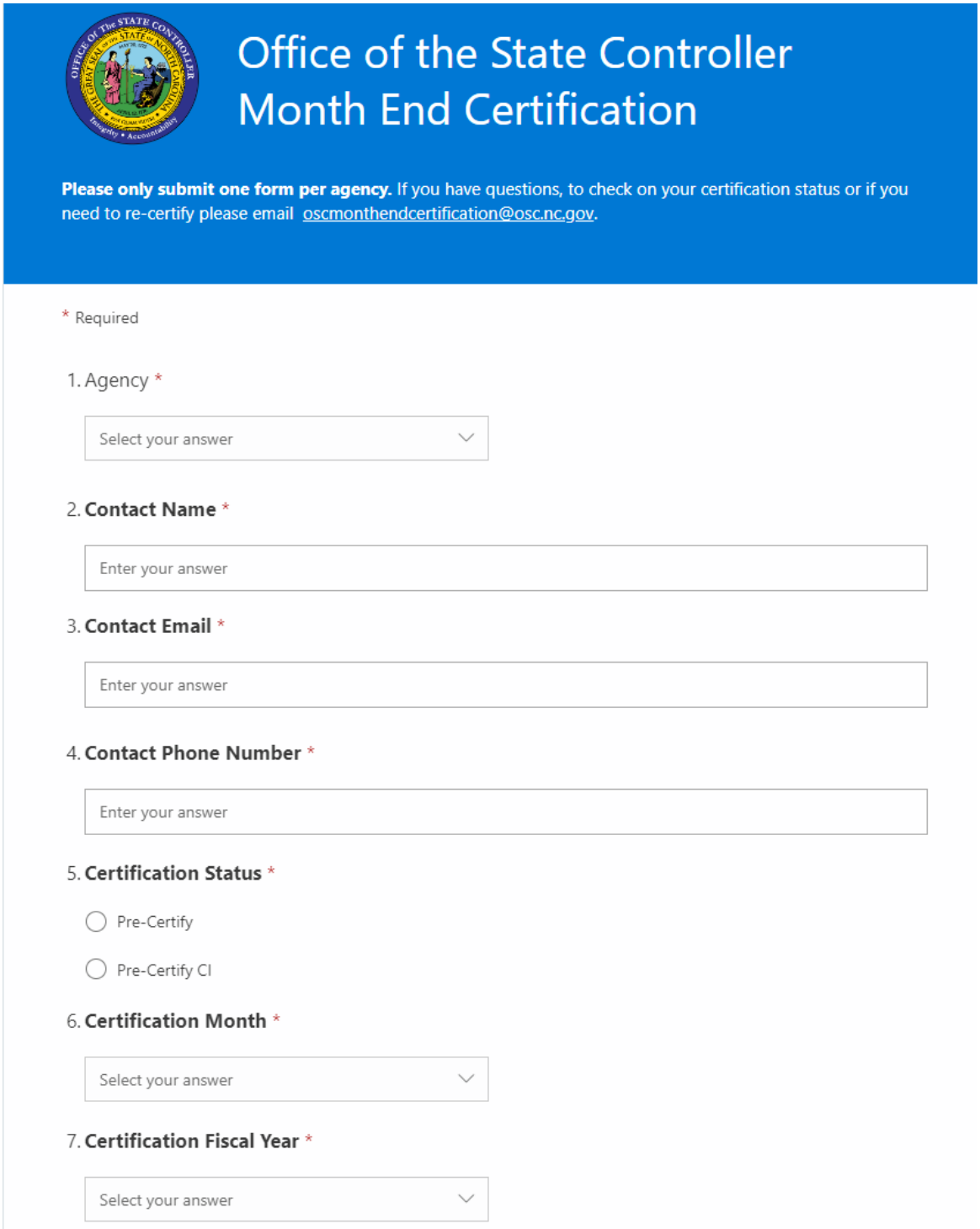
Monthly Certification Process

Certification Form

Fill out the information on this form https://forms.office.com/g/hqJ1Dq3XEF and click submit. A screenshot of the form is below:



Office of the State Controller
Month End Certification

Please only submit one form per agency. If you have questions, to check on your certification status or if you need to re-certify please email oscmonthendcertification@osc.nc.gov.

* Required

1. Agency *

Select your answer

2. **Contact Name** *

Enter your answer

3. **Contact Email** *

Enter your answer

4. **Contact Phone Number** *

Enter your answer

5. **Certification Status** *

Pre-Certify

Pre-Certify CI

6. **Certification Month** *

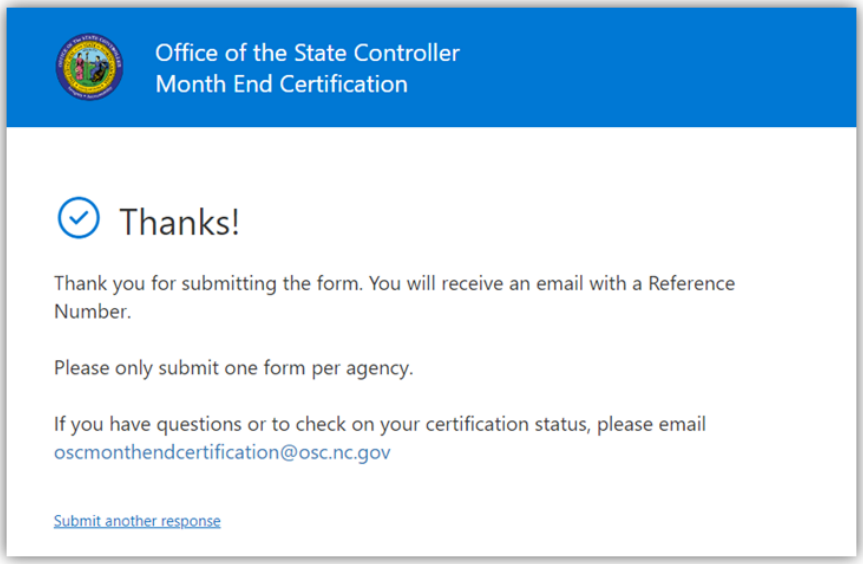
Select your answer

7. **Certification Fiscal Year** *

Select your answer

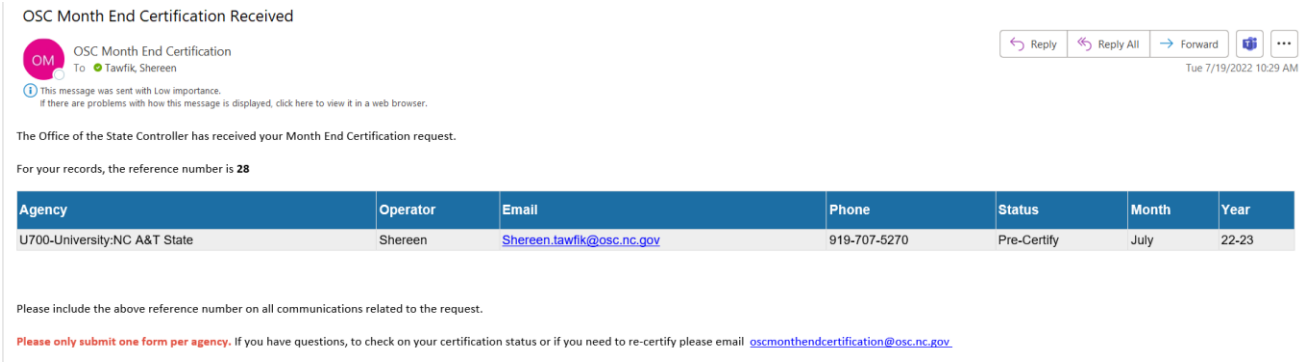
Submitted Message

Once the form is submitted the user will see the following message:



Confirmation Email

The user and OSC Month End certification group will receive an email like the one below:



OSC Month End Certification Received

OSC Month End Certification
To Tawfik, Shereen

Reply | Reply All | Forward
Tue 7/19/2022 10:29 AM

This message was sent with Low importance.
If there are problems with how this message is displayed, click here to view it in a web browser.

The Office of the State Controller has received your Month End Certification request.

For your records, the reference number is **28**

Agency	Operator	Email	Phone	Status	Month	Year
U700-University:NC A&T State	Shereen	Shereen.tawfik@osc.nc.gov	919-707-5270	Pre-Certify	July	22-23

Please include the above reference number on all communications related to the request.

Please only submit one form per agency. If you have questions, to check on your certification status or if you need to re-certify please email oscmonthendcertification@osc.nc.gov

NOTE: Please remember to submit only one form per certifying entity
NOTE: For any question or to check on your certification status, please reply on the automated email or use your reference number and email the Month End Team at: oscmonthendcertification@osc.nc.gov