Adobe Sign Workflow - Check Request


2. Enter your university email address.
3. Authenticate with your NetID and password.

4. Go to the Use a Workflow section and scroll down to access the form labeled “AP- Check Request”. Then, click Start.
5. **Routing the form:** *(Either Managers or Employees can initiate)*
   
a. In the **Prepared By** field, enter the email address of the employee who is completing the form.
   
b. In the **DOA Approval** field, enter the email address of the employee’s manager who will approve.
   
c. In the **AP Technician** field, enter the email of the technician based on vendors, and individuals Last Name: Tammy Heard (A-H), Angie Trujillo (I-P), and Christina Crosby (Q-Z)
   
d. In the **Additional Document** field, attach your supporting document
   
e. **Click “Send”.** The form will open for you to complete before sending to approver.

6. All parties in the agreement will receive a final signed copy once it is approved.