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), Christina Crosby (I-P), and Angie Trujillo (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. **AP - Check Request Form**

   How this workflow works?
   Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items.
   *This form is not to be used for employee reimbursement*

   **Recipients**

   - **Prepared By**: Myself
   - **Delegation of Authority 1**: Enter recipient email
   - **Delegation of Authority 2**: Enter recipient email
   - **Delegation of Authority 3**: Enter recipient email
   - **Delegation of Authority 4**: Enter recipient email
   - **Delegation of Authority 5**: Enter recipient email
   - **AP Technician**: Enter recipient email

   **Files**

   - **Additional Documentation 1**: Add File
   - **Additional Documentation 2**: Add File
   - **Additional Documentation 3**: Add File
   - **Additional Documentation 4**: Add File
   - **Additional Documentation 5**: Add File
   - **Additional Documentation 6**: Add File
   - **Additional Documentation 7**: Add File
   - **Additional Documentation 8**: Add File
   - **Additional Documentation 9**: Add File
   - **Additional Documentation 10**: Add File

   **Send**

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