



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**Topic: New Adobe Sign Approval & Payment Submission Process – Effective:  
05/04/2021**

**DATE:** May 6, 2021

**TO:** Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

**FROM:** Daljit Khangura, Director of Accounts Payable & Travel

Accounts Payable & Travel (AP&T) would like to inform you of the new approval and payment submission process in Adobe Sign. We have created new workflow template forms within Adobe Sign to help expedite and track payments for Invoices, Reimbursement Requests, Direct Payment Requests, UFSS Invoices, and UFSS Check Requests.

### Overview of Adobe Sign Approval & Payment Submission Process

1. User will select an AP workflow template based on the type of payment they are planning to submit
2. Within the template, they will indicate the approver(s) for payment
3. The document will route to the indicated approver(s) and, once completely approved, will route to AP&T for processing
4. AP&T will review the documents for completeness. If complete, we will accept the document and process the payment. If incomplete, the document will be returned to the submitter with reason for return

Adobe Sign is available to users now. We encourage everyone to start transitioning to this new process as we will only be accepting submissions through Adobe Sign starting on July 1, 2021. This process will replace the payment submission currently being accepted through our department email.

Adobe Sign User's Guides on how to use the workflow templates are available under Accounts Payable/Travel on the [ABA Forms](#) webpage. For training on Adobe Sign, visit the [IRT](#) webpage.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [ABA-FIN-ap-travel@csus.edu](mailto:ABA-FIN-ap-travel@csus.edu), ext. 86476.