Business Matters @ Sac State

TOPIC: Update-Adobe Sign Approval & Payment Submission Process

DATE: July 30, 2021

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

FROM: Accounts Payable & Travel

Update:

This is to inform you there has been a few minor updates to the Adobe Sign Reimbursement Requests, Direct Payment Requests, and UFSS Check Requests templates. The attachment section has been moved within the form on the second screen. Once you press Send it will take you to the form and you will see the area where your supporting documentation can be attached.

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 IRT webpage.

Important Information for Invoices and UFSS Invoices:

Please submit only one invoice per submission. Multiple invoices within one submission will be returned.

Accounts Payable would like to Thank You for your continued effort and support of our new process. Receiving documents through Adobe Sign helps us all reduce paper to support a healthier environment and allows us to file our documents electronically.

Contact Information:

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