

## Direct Payment Request

1. Click on the Direct Payment Request link to start the form.
2. You will be prompted to log in to Adobe Sign.
  - a. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. [xxxxx@csus.edu](mailto:xxxxx@csus.edu)) (see figure 1. for the Adobe Sign-In screenshot).
  - b. Click the **Continue** button.
  - c. You will see an Adobe Sign splash screen as it routes you to the *Adobe Sign Send* page.

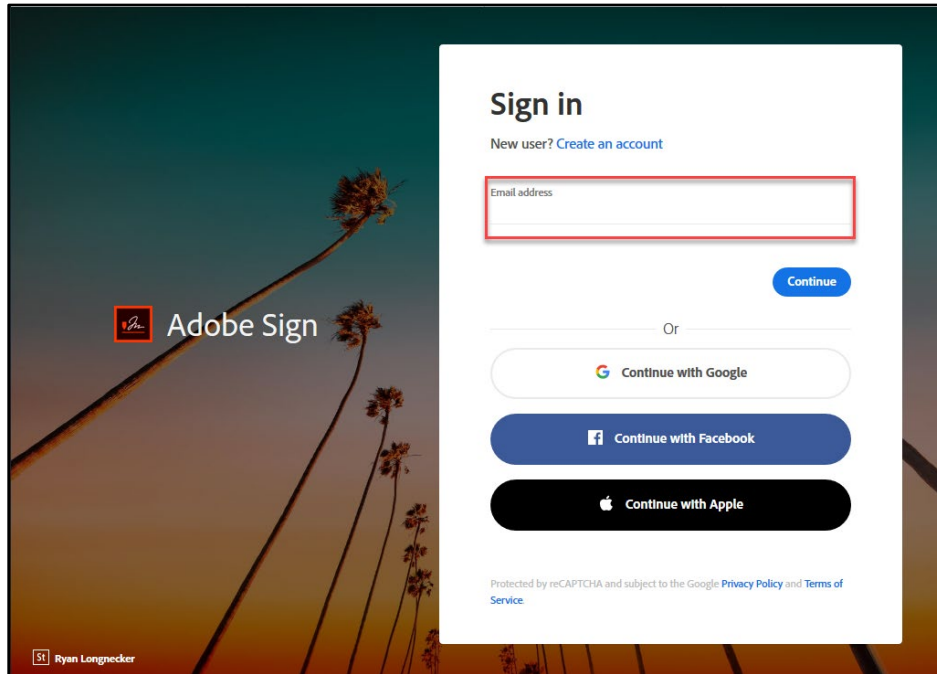



Figure 1. Adobe Sign-In screenshot

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3. Once on the *Adobe Sign Send* page (see figure 3. for the *Send* page screenshot)
    - a. Click **More** for a list of required information for this form.
    - b. Navigate to the *Recipient* fields listed and enter the primary email address. To ensure you are using the primary email address, navigate to [directory.csus.edu](http://directory.csus.edu) to confirm the email address.
      - i. **Optional- Preapproval** by a designated staff may be required by your department or VP, please input the staff's email below if applicable.
      - ii. **REQUIRED FIELD- Department Approving Official** field (*Signature must be on file in Delegation of Authority list in CFS*). **Stop here if this is an allowable requests.** If an exception continue to next steps.
      - iii. **Required for exception to policy payments-** *Authorized Signer* field (see figure 2. for the *Authorized signer criteria screenshot*). If signer is the same as approving, they must sign twice. Place email in both sections.

**Direct Payment Exception Requests up to \$2,500 - Department's Manager or Chair shall sign the Direct Payment Requests**  
**Direct Payment Exception Requests from \$2,501 to \$10,000 - AVP or Dean shall sign the Direct Payment Requests**  
**Direct Payment Exception Requests over \$10,000 - requires both AVP/Dean and ABA/CFO approval**

Figure 2. Authorized signer criteria screenshot

- iv. *Procurement* field – Required for all exceptions – use **sebastian.head@csus.edu**
- v. *VP/CFO* field – Required if over \$10,000.00 – use **machelle.martin@csus.edu** and use the CC field below to add **vp-cfo@csus.edu**.
- c. The *Accounts Payable* email address auto-populates in and you will not be able to change this.
- d. In the CC field, enter email(s) if applicable.
- e. In the *Document Name* field, after **Direct Payment Request** – type the Vendor Name (*e.g. Direct Payment Request – All American Football Foundation*).
- f. Navigate to the *Receipt* fields. Click on *Add File* to attach the receipt(s).
- g. In the *Justification* field, attach a justification memo for purchase and payment policy exceptions only.
- h. Click the **Send** button to route the form for signature.


POWERED BY Adobe Sign

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## AP\_Direct Payment Request

How this workflow works?  
 What is a Direct Payment Request?

**more** ▾

**Recipients**

**Sender \***

Myself ✉ Email

Preapproval by a designated staff may be required by your department or VP, please input the staff's email below

Enter recipient email ✉ Email

Department Approving Official - Stop here if this is an allowable request \*

Enter recipient email ✉ Email

Authorized Signer - required for all exceptions

Enter recipient email ✉ Email

Procurement - required for all exceptions - use lsd@csus.edu

Enter recipient email ✉ Email

VP/CFO - required if over \$10,000.00 - use bowman@csus.edu and use the CC field below to add vp-cfo@csus.edu

Enter recipient email ✉ Email

**Accounts Payable \***

aba-svc-signfin@csus.edu ✉ Email

**CC | Hide**

Cc

Enter CC's emails


**Document Name - Include the Vendor/Payee Name (e.g. Direct Payment Request - AT & T) \***

Direct Payment Request- AT&T

**Message \***

Please Sign.

**Files**

Direct Payment request \*  ABA\_Finance\_Direct Payment Request Form (V2)

**Send**

Figure 3. Send page screenshot

4. Once on the form, click the yellow tab to navigate to the required fields and type in your information (see figure 4. for the Direct Payment Request form screenshot).
  - a. Navigate to the *Attachment* fields. Click on 'Click..' to attach supporting documents.

**SACRAMENTO STATE** | POWERED BY Adobe Sign

Options ▾ Direct Payment Request- AT&T

**SACRAMENTO STATE**

## Direct Payment Request

**Supplier#:** \*

*(Look-up Supplier number in CFS and record here or indicate new, Payment will not be processed until the Supplier Data Record Form has been returned to AP and entered into CFS)*

**Payee (Make check payable to)**

Payee Name : \*

Address : \*

City : \*

State : \*  Zip: \*

**Allowable Request:** \*

Account	Fund	Dept ID	Choose from the list ▾	Amount
* <input type="text"/>	* <input type="text"/>	<input type="text"/>	<input type="text"/>	USD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USD
<b>Grand Total</b>				\$0.00

Comments/Instructions/Attachments: \*

Invoice: \* [Click to Att...](#)

Additional Doc: \* [Click to Atta...](#)

Justification: \* [Click to Atta...](#)

Handling Instructions: \*  Please Call Ext.:

**Department Approval**

Department: \*  Zip Code: \*

Department Contact: \*  Ext: \*

By my signature below, I certify that I am authorized to expend funds from the department listed above. I also certify that this is a legitimate expenditure per the fund specifications and I am not aware of any financial interest involving me or a family member that could present a conflict of interest.

Figure 4. Direct Payment Request form screenshot

5. Once all the required fields are completed, click the blue **Click to Send** button at the bottom of your screen (see figure 5. the Click to Send button screenshot).



Figure 5. Click to Send button screenshot

- A thumbnail of the form and confirmation message will display. (see figure 6. Confirmation message screenshot) This message confirms that the Direct Payment Request was sent for signature(s). You will also receive an email confirmation that the document was sent for approval. This completes your portion of the workflow.

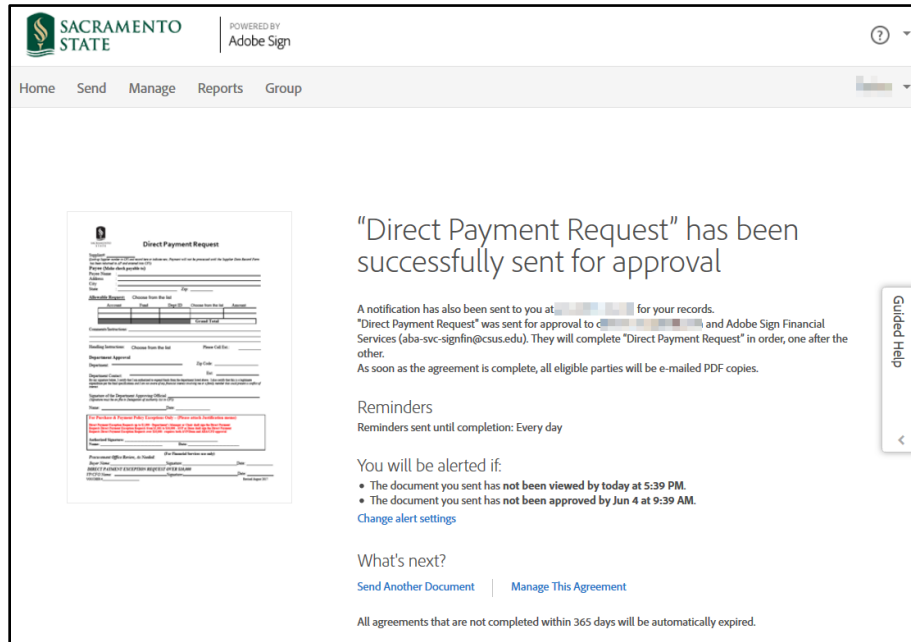


Figure 6. Confirmation message screenshot

- Once the Direct Payment Request is approved, you will receive an email confirmation. (see figure 7. Approval Confirmation screenshot) To view the approved document, click on the link provided in the email.

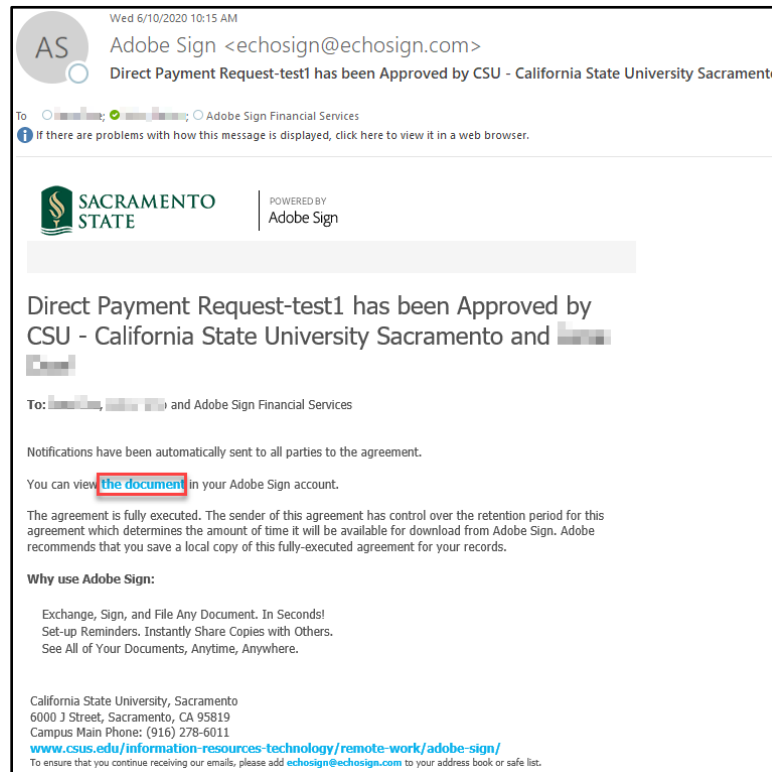


Figure 7. Approval Confirmation screenshot