How to Use Adobe Multiple E-Signatures For SEU Payment Requisitions

This guide explains how to configure Adobe E-Signature for routing SEU Payment Requisitions to multiple approvers.

Step 1 Open the Official Form

- Access the Payment Requisition form from SFNet:
  SFNet → Departments → Finance Division → Business Office Forms
- Save a copy to your computer before filling it out.

Step 2 Combine & Name Your File

- Open the Payment Requisition form and the related invoice in Adobe Acrobat.
- Use Combine Files to merge them into a single PDF package.
- Save the document using a standardized naming convention, for example:
  - YYYY-MMDD – Vendor Name – $Amount
  - 2025-0903 – Office Depot – $213.45

Step 3 Prepare the Document

- Open your combined file in Adobe Acrobat Pro DC.
- Verify all form fields are complete before adding signatures.

Step 4 Sign and Request Signatures

- First, add your e-signature as the submitter/requestor.
  - Signatures may appear distorted ("squished") when the document is opened in Adobe Acrobat through a web browser. To prevent this, use the Adobe Acrobat desktop version.
- Then select Tools → Request E-signatures (or "Send for Signature").
- Enter signer and certified recipient emails in the correct workflow order
  (e.g., Budget Owner → VP if over $10,000 → ap@seu.edu as certified recipient).
- Check "Complete in Order" if signatures must follow the sequence.
- *(Optional)* Add a message, such as *"Please sign this Payment Requisition. Once signed, it will automatically route to the next approver and ultimately be delivered to ap@seu.edu as the certified recipient."*

Step 5 Place Signature & Date Fields

- Edit or drag and drop signature fields onto the correct name lines in the requisition.
- Label each field clearly (e.g., *Budget Owner Signature, VP Signature*).
- Assign each field (name, signature, and date) to the correct signer.
- Add date fields for tracking.

Step 6 Send & Track

- Click Send. Adobe will email each signer in sequence.
- You will receive updates as each signature is completed.
- Once fully signed, download the completed PDF.

Step 7 Important Notes

- If you are unsure whether you have an SEU-corporate Adobe account, please contact the Help Desk.
- The Procurement Office is not the technical expert on Adobe E-Signature tools. For technical issues, contact the SEU Help Desk or visit 🔗 Adobe Request E-Signatures Help

Need Help?

Please note that the Procurement Office is not the technical expert on Adobe e-signature tools.
For additional assistance:

- Contact the SEU Help Desk
- Or visit the official Adobe support page 🔗 https://helpx.adobe.com/acrobat/using/send-for-signature.html