PAYMENT REQUISITION

EMAIL TO AP@SEU.EDU (ONE PER EMAIL)

○ **CHECK REQUEST** Invoice with descriptions, quantities, and amounts required.

○ **CASH ADVANCE** Original receipts required.

PAYEE NAME || PAYABLE TO	EMPLOYEE ID OR VENDOR #	ATTENTION TO FOR MAILING

STREET ADDRESS OR PO BOX

CITY	STATE	ZIP CODE

PHONE NUMBER	EMAIL ADDRESS (if applicable)

BUSINESS PURPOSE In the box above, describe how this purchase supports SEU's mission. Ensure this request and the invoice answers who, what, when, where, and why.

ALLOCATE EXPENSE TO 18-DIGIT GENERAL LEDGER (GL) ACCOUNT CODE
EXAMPLE: 10-00-0000-12345-56789

FUND	PROGRAM	LOCATION	DEPARTMENT	OBJECT	AMOUNT NUMERIC VALUES ONLY
					$
					$
					$
					$
					$
				Total	$ 0.00

SIGNATURE SECTION Use Adobe Acrobat desktop (not browser) to avoid squished signatures.

REQUESTOR NAME	REQUESTOR SIGNATURE	DATE
BUDGET OWNER NAME	BUDGET OWNER SIGNATURE	DATE
*VICE PRESIDENT NAME	*VICE PRESIDENT SIGNATURE	DATE

***VICE PRESIDENT REQUIRED ONLY FOR REQUISITIONS $10,000 OR GREATER**

ATTACH INVOICE AND SEND TO AP@SEU.EDU AS FINAL RECIPIENT FOR PAYMENT PROCESSING

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