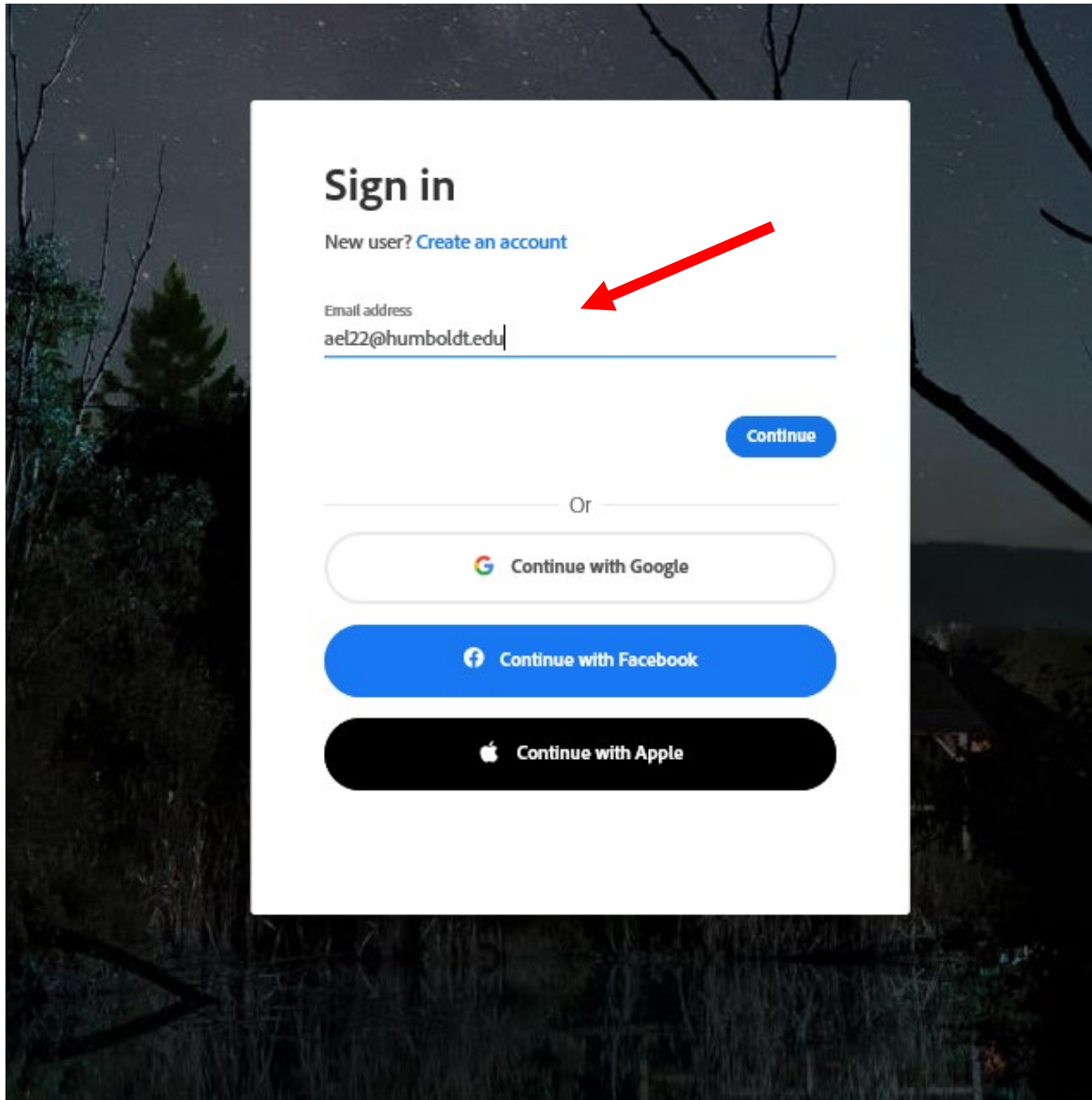


Adobe Sign Workflow for AP Change Request Forms

Once you have initiated the Adobe workflow, you will want to log into Adobe Sign using your Cal Poly Humboldt email address. This can be accessed as well through My Humboldt/Faculty Staff Resources/Adobe Sign



When the workflow opens, you have the option to send the document to yourself as the form filler, and then send to the appropriate Department Authorized. The Department Authorize signature must be sent to someone that has Delegation of Authority for the chartfield associated with the Change Request. Make sure to include any special instructions/message to the approver prior to clicking send.

AP - Change Request Form

How this workflow works?

Click "more" to view all Instructions. Enter HSU username emails (i.e., abc123@humboldt.edu) for the Department Form Filler (usually Department ACS or person responsible for the budget). Then enter the Department Approver for signature.

[more](#) 

Recipients



Department Form Fill*

 Enter recipient email   Email

Department Authorize*

 Enter recipient email   Email

CC | [Hide](#)

Cc

Enter CC's emails

Document Name *

AP - Change Request Form

Message *

Please Sign.

Files

AP - Change Request Form * 

AP - Change Request

Send

After completing the workflow for routing, hit send and the form will open for you to complete.

All required fields are marked with a red asterisk *

CHANGE REQUEST FORM

Accounts Payable

Feb 7, 2024
Date Submitted

Business Unit

*Select...

Vendor Name: *

Voucher/Trans ID: * (required)

Document Type

☐ Request for Payment

☐ Guest Lecture/Svc Provider

☐ Procard Select... (month)

Other:

FROM:

Dept Name: _____ Dept ID: _____

Contact: _____ EXT: _____

Approved Delegation of Authority Signature

Print Signature

☐ Add new chartfield information

☐ Change existing chartfield information

Change all information below to read as it should appear on the corrected Document

ATTACH ANY OR ALL SUPPORTING DOCUMENTATION

[Click to Attach File Attachment 1](#)

		Quantity	Unit Price	Extended Price	Tax (Y/N)
Line No.					Select...
Item Description →					
Distribute By:					
Dist. Line	Percent	Amount	Account	Fund	Dept ID
					Program
					Class
					Project
		USD			
		USD			
		USD			
		USD			
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		USD			

Other Changes and/or Additional information:

After filling out the form it will route to whomever you set in the workflow for Dept. Authorize.

Once you receive the PDF back with appropriate signature the encryption (blue bar at top of form) must be removed before submitting to changerequests@humboldt.edu or processing of the Change Request.

Encryption can be removed by printing the PDF to Print to Microsoft PDF. Once encryption is removed, combine the form and all supporting documentation into a single PDF and email to changerequests@humboldt.edu