Adobe Sign Workflow

Administration & Finance Daily Operations

Yellow = non signatory (action item)
Purple = actual signatory on form
Red = External party signatory

Travel Prior *(Exceptions are international Travel- Please route for Travel comitte approval - Seek assistance atleast well in advance of travel dates)*



Dean signs for anyone that reports to her - the department head/staff would then become traveler on the prior.

Travel Voucher

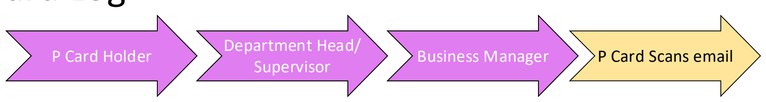


Dean signs for anyone that reports to her - the department head/staff would then become traveler on the prior.

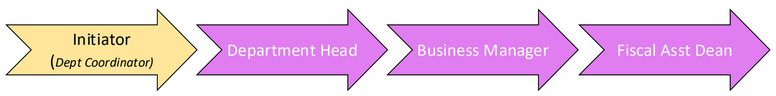
P Card Prior *(PCard Prior only required for purchases over $300.00)*



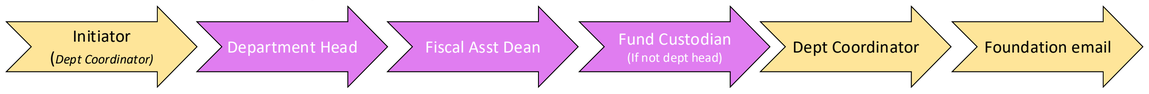
P Card Log



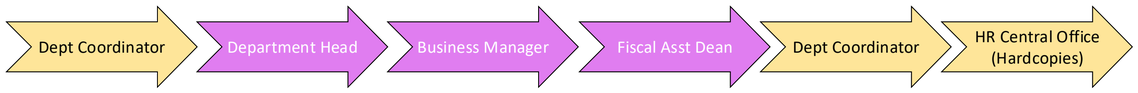
Special Meal Prior



Foundation Check Requests

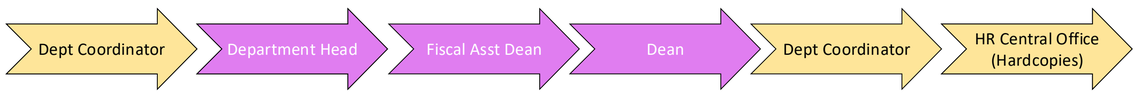


PER 2/3



HR Paperwork/Operations

(LOO, Justifications, Requests)



Contracts - VCAF

(Refers to Signature workflow only) Exceptions are when agreements where contractor wants us to sign first. In this case, process would include internal parties and after all parties sign it goes to Contractor for final approval.

