

How to use Adobe Sign – ASG Purchase Order Form

All P.O forms must include approved club minutes highlighting the amount approved on P.O form. If P.O form does not reflect amount approved on minutes and not signed by Club Advisor and Club President, then it will be rejected.

Time for processing P.O forms:

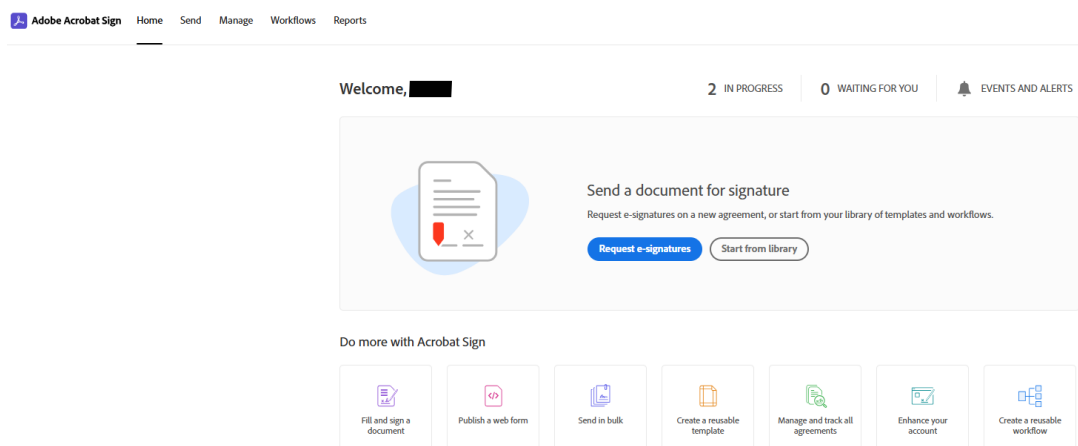
- Amazon Orders – P.O form must be signed and submitted with minutes attached by Club Advisor and Club President **30 business days before scheduled event.**
- Walmart Credit Card – P.O must be signed and submitted with minutes attached by Club Advisor and Club President **21 days before scheduled event.**

How to begin to e-sign P.O form using Adobe:

- Go to Adobe Sign in your Single Sign-On Portal (MyBCC account)
- Click on the Adobe Sign tile: (If a Sign in is required, use your MyBCC Portal sign-in information)

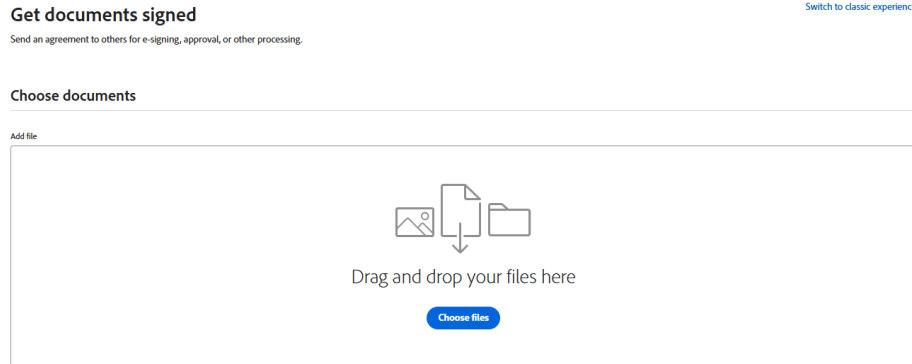


- Once Adobe Sign is open you will come to the “Home” screen dashboard, which should look like below:



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- You can upload a document that needs to be signed by clicking the blue button “Request e-signature”.
 - Once clicked you will be directed to a new page “Get documents Signed”



- Click the blue button >“Choose files” then clicking >“Add file from your device” which will prompt a pop-up screen for you to select the document within your device for signature. Select your P.O Order form document and it will automatically send you to the next screen

Prepare the Document for Signing (“get documents signed” page):

- After uploading your document, Adobe Sign will ask you to specify who needs to sign it. Enter the recipient’s name and email if it's not just for you. You will find this in the bottom area of the page titled “Add recipients”
- Please list the following. You are able to add recipients/individuals with the “+” icon. When sending out the ASG PO for e-signatures, it's preferred to have the VPSS sign last. Please use this workflow in Adobe: (please review sample below to make sure everything is correct)
 1. Club Officer (Signer)
 2. Club Advisor (Signer)
 3. Director of Student Life — Javier Mulato (jmulato@barstow.edu) (Signer)
 4. *VP Student Services — Valerie Wendlandt (vwendlandt@barstow.edu) (Delegator to Signer)

*For VP Student Services please make sure to add Valerie Wendlandt (vwendlandt@barstow.edu) as the “Delegator”. To add a delegator you simply click on the drop down menu of “Signer”, please see visual below.

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The screenshot shows a dropdown menu for selecting a recipient role. The roles listed are: Signer (Required to sign the document), Approver (Review and approves the document), Form Filler (Enters required information but may not need to sign), Acceptor (Accepts the document but may also enter information), Certified Recipient (Acknowledges receipt of the document), and Delegator (Forwards the document to another person who needs to participate). The Delegator role is highlighted in yellow and has a blue checkmark. Below the menu, a 'Delegator' button is shown with a dropdown arrow, and an email address 'vwendlandt@barstow.edu' is entered in a text field. Below this, there are options for 'Delegate to' (set to Signer), 'Recipient settings' (with a pencil icon), and 'Multi-factor authentication' (set to None).

Your recipient list should look like the following (please follow order #1-#4 recipients):

The screenshot shows the 'Add recipients' screen with a checkbox for 'Recipients must sign in order' checked. There are four recipient entries, each with a trash icon on the right. Entry 1: Role 'Signer', email 'ClubOfficer@barstow.edu'. Entry 2: Role 'Signer', email 'ClubAdvisor@barstow.edu'. Entry 3: Role 'Signer', email 'tmulato@barstow.edu'. Entry 4: Role 'Delegator', email 'vwendlandt@barstow.edu'. Each entry has 'Recipient settings' and 'Multi-factor authentication' (set to None) options.

Please make sure you are following the order in listing out emails. If the emails are listed out of order, the form will not work and it will be rejected. After reviewing the listed email orders you are now ready to send.

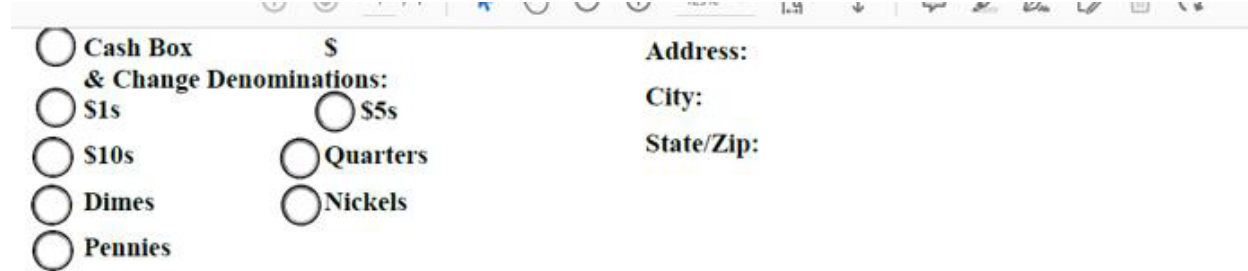
You can now click >“Send now” please let the screen load as it will notify Signature #1(Club Officer) with an email to sign. Each Signature recipient will receive an Adobe email notification notifying them to sign form. You will receive a completed form once all recipients have signed.

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Once P.O is sent for signatures you will be able to review the status of document by logging into your adobe sign and reviewing your dashboard. It may say “IN PROGRESS” or “WAITING FOR YOU” you may be able to click and review details, as well cancel a form.

Additional visual support on Signature Recipients (Optional information):

Recipient list order if you choose to see “View draft and add fields “Add recipients” Sample visual here:



The screenshot shows a form with several radio button options and text input fields. On the left, there are two columns of radio buttons under the heading "& Change Denominations:". The first column includes "Cash Box", "\$1s", "\$10s", "Dimes", and "Pennies". The second column includes "\$", "\$5s", "Quarters", and "Nickels". To the right of these options are three text input fields labeled "Address:", "City:", and "State/Zip:". The form is displayed within a browser window with a standard toolbar at the top.

Person Designated for Pick-Up:

Trip Chaperones (if required):

signatures: All signatures (listed on the right) are required for the Purchase Order to be processed by the Business Office.

If additional items are needed you will be contacted by the Director of Student Life.

4. Valerie Wendlandt Signature

VP Student Services

3. Javier Mulato Signature

Director of Student Life

2. Club Advisor Signature

Club Advisor

1. Club Officer Signature

Club Officer

Thank you!!