



Utilizing Electronic Signatures

Utilizing Adobe Acrobat Reader DC to electronically route documents for signature within NEFEC.

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Procedural Guide for Electronic Signatures



Generate Pcard Authorization

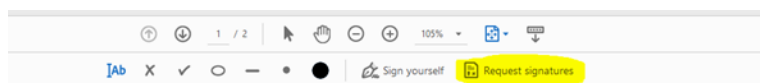
Fill out Purchasing Card Authorization form in MS Word. Print to Microsoft PDF and save it with a file name of your choice.

Open in Adobe DC Pro.

Select Signers and Route for Electronic Signature

Set signatures for those who need to sign the document.

Click Request Signatures



Purchasing Card Authorization

1 Vendor Name: Contact:
Vendor Address: Phone:

Description	Qty	Unit Price	Extended Price	Fund	Function	Object	Center
Jabra Speak 710 MS Wireless Bluetooth Speakers	3	\$ 299.00	\$ 897.00	0734	8200	0644	0331
			\$ -				
			\$ -				
			\$ -				
			\$ -				

Reason for Purchase:

Shipping & Handling	
Grand Total	\$ 897.00

Limit Changes Made By:

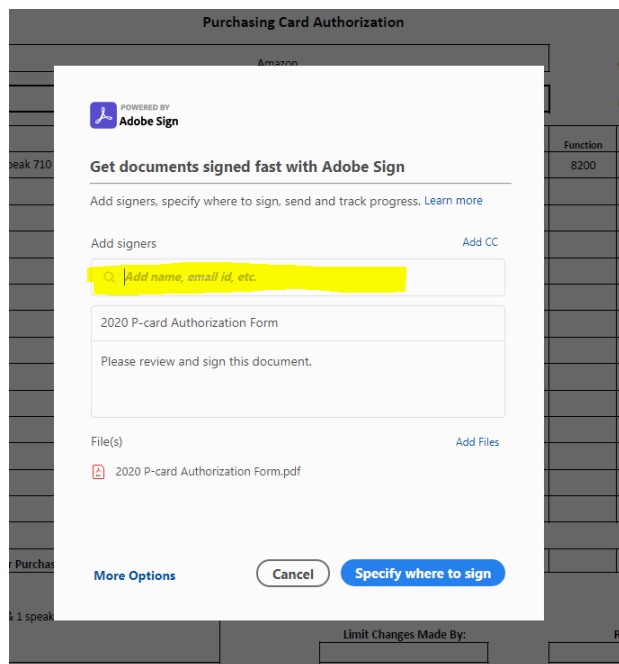
Request By (Pcard Name):

Approved By (Director Signat):

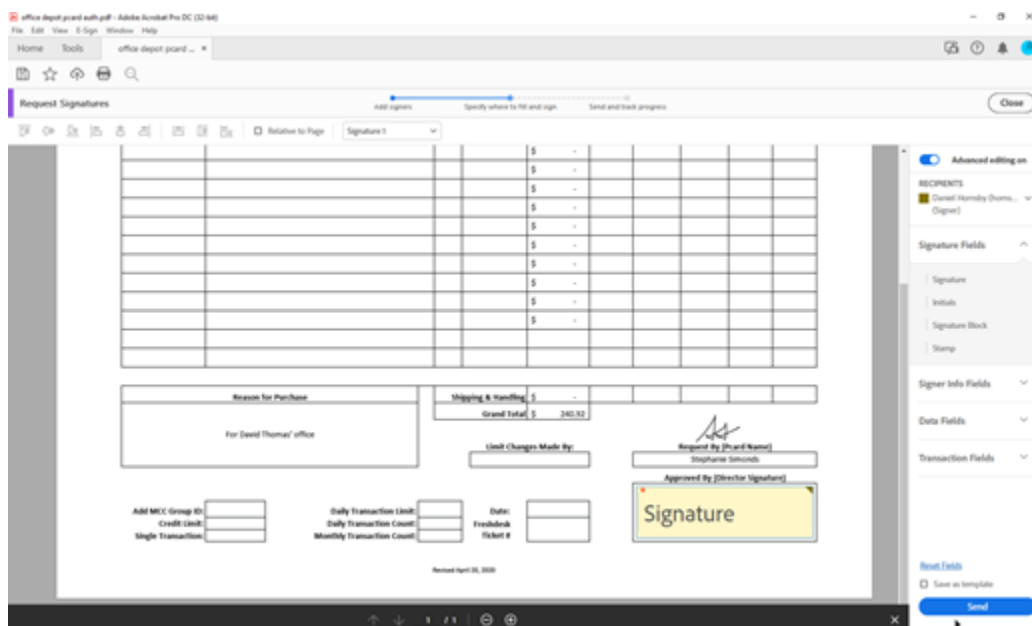
ID: Daily Transaction Limit: Date:

Start adding the name of person who needs to sign document. If multiple people are needed, type each person's name in the box. Then click the "Specify where to sign" button on bottom right.

Procedural Guide for Electronic Signatures



Click Advanced Editing, turn it on. Found on upper right-hand corner.



On the right-hand side you will see the recipient names and the signature field. Always use signature.

Once you have selected the person click the word signature and drag it to where you want the person to sign. Each person will be in a different color.

Set Official Signature Initiate a Document for Routing with Electronic Signature

The best way to set your signature is to write it the very first time your signature is electronically requested.

Procedural Guide for Electronic Signatures



When you receive an email requesting your signature, click the link and the document to be signed will appear (see example below).

Purchasing Card Authorization

Date: Vendor Name: Contact:
Vendor Address: Phone:

Item #	Description	Qty	Unit Price	Extended Price	Fund	Function	Object	Center	Project
	Virtual Conference Registration	2	\$ 100.00	\$ 200.00	0734	8200	0331	0331	73400
				\$ -					
				\$ -					
				\$ -					
				\$ -					

Reason for Purchase	Shipping & Handling	Grand Total
Ed-Fi Conference Nov. 15-18, 2021		\$ 200.00

1 limit Changes Made By: Request By (Pcard Name):

[Click here to sign](#)

Click the Draw button and using a stylus, your mouse, or your finger, sign your name. If you already have an electronic written signature, you can select it.

Type Draw Image Mobile



Type your signature here

Close Apply

[illegible]