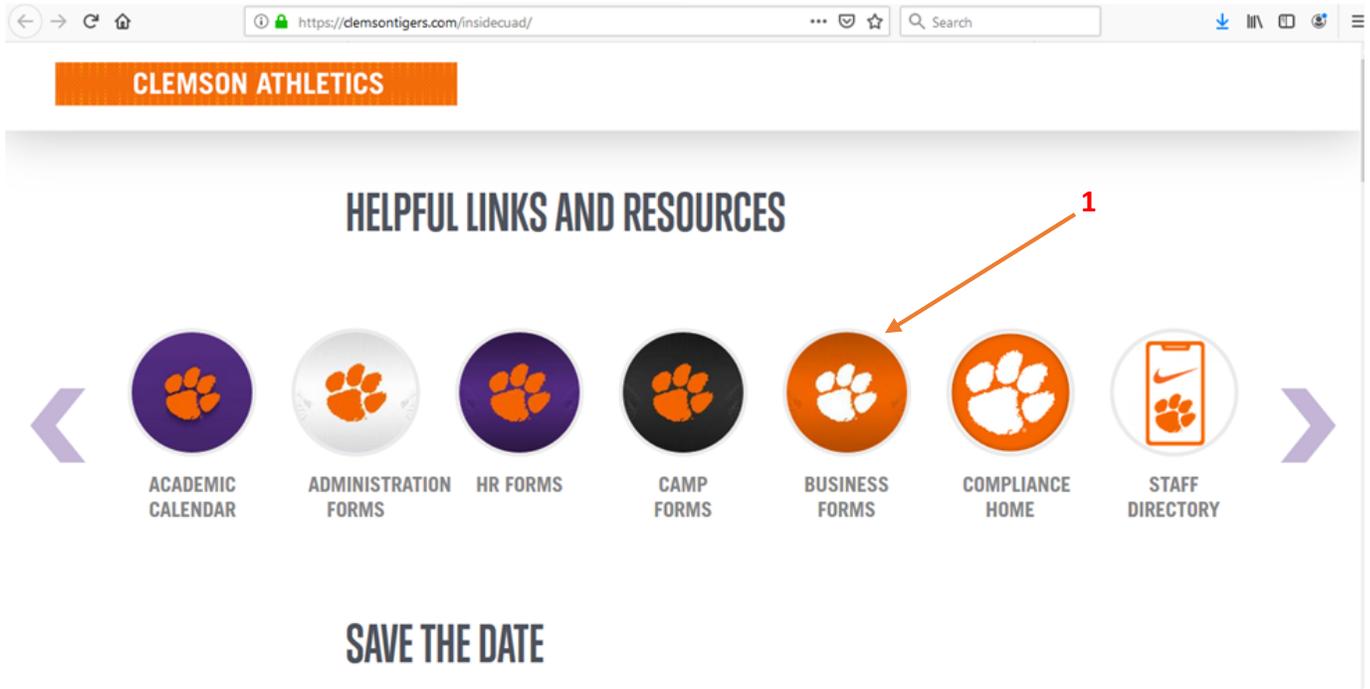


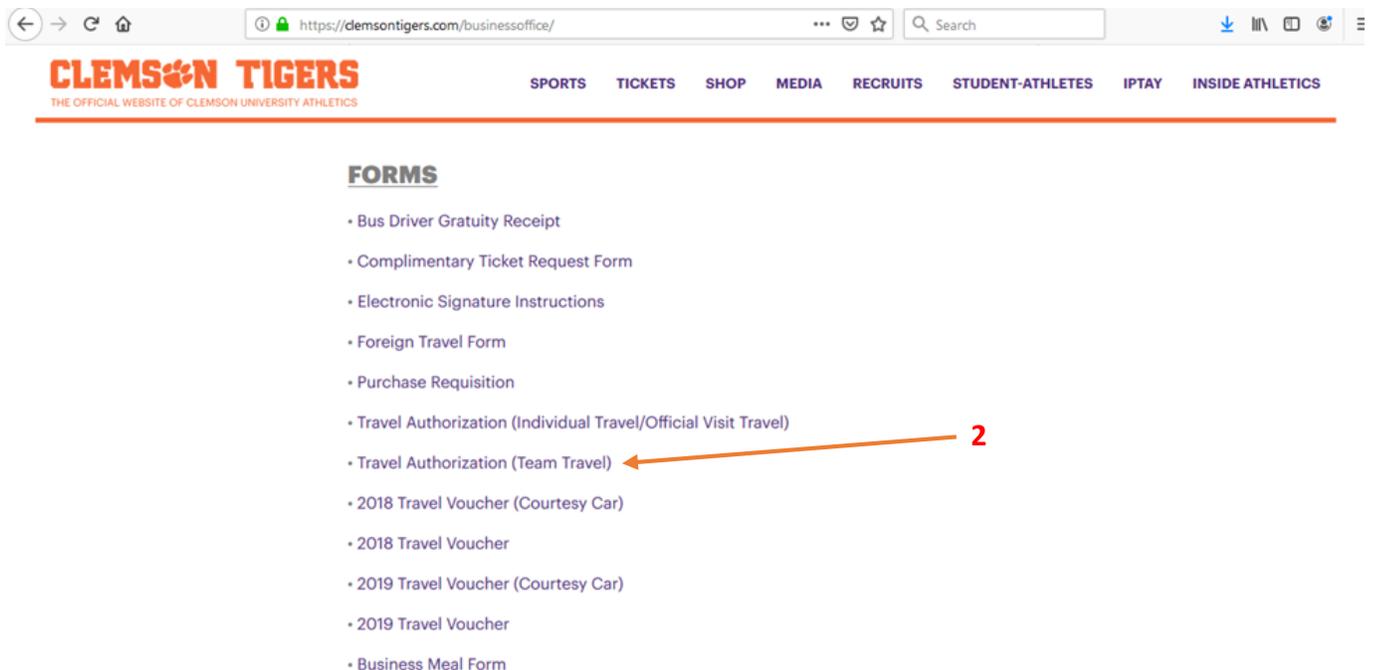
E-Signature Information Guide

*The team travel authorization form is shown as an example but this process will be standard across all other electronic forms, including purchase requisitions.

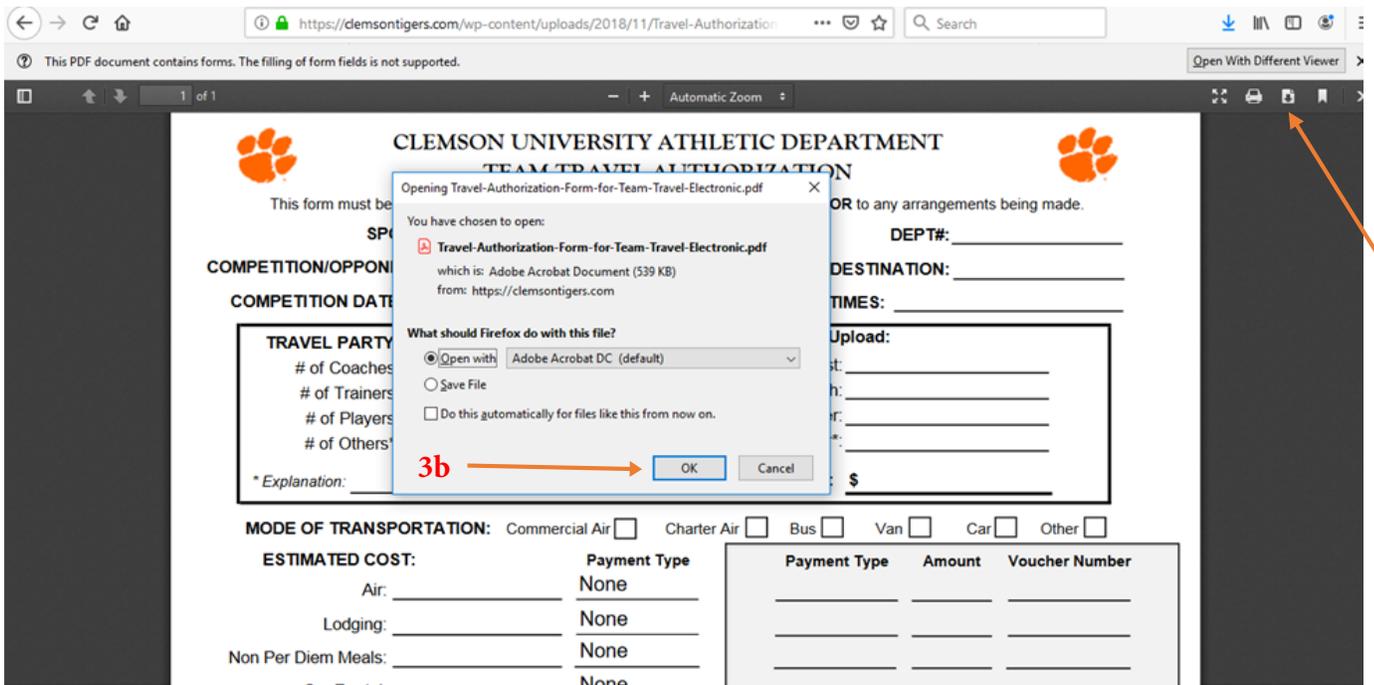
1. Go to <https://clemsontigers.com/insidecuad/> (password: **CUAD**), then click on the "Business Forms" icon.



2. Scroll down to forms and select which form you want to download.



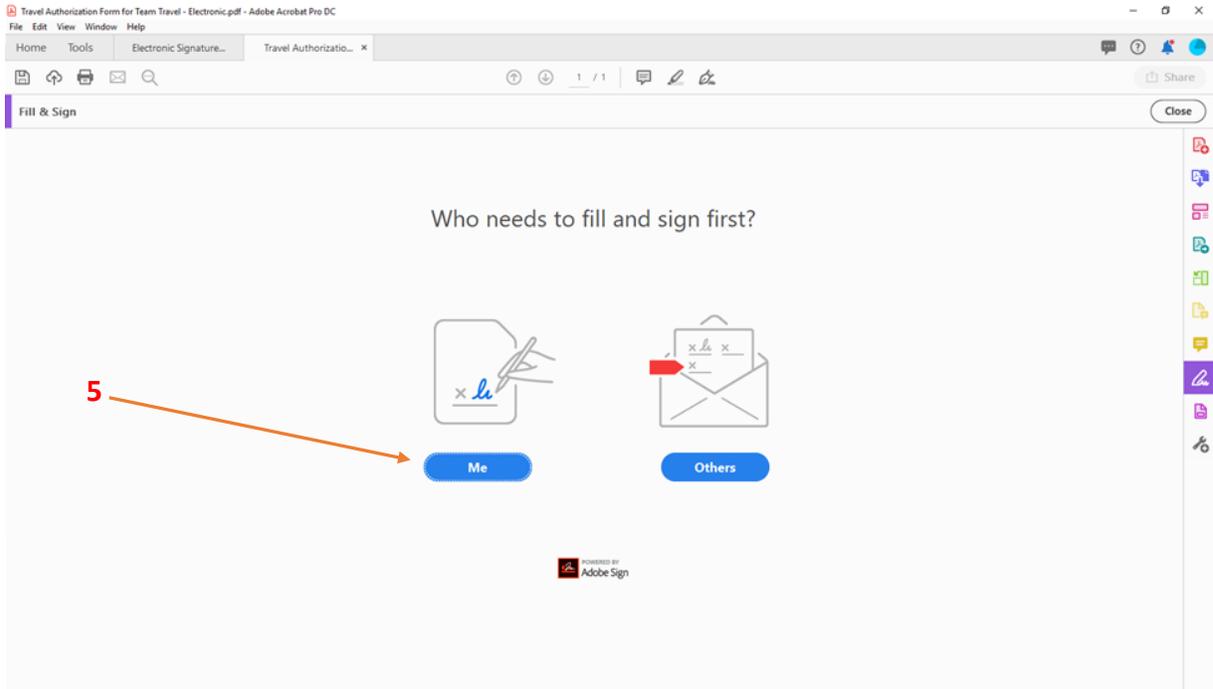
3. Click the download button and select "Open with", and then click "OK".



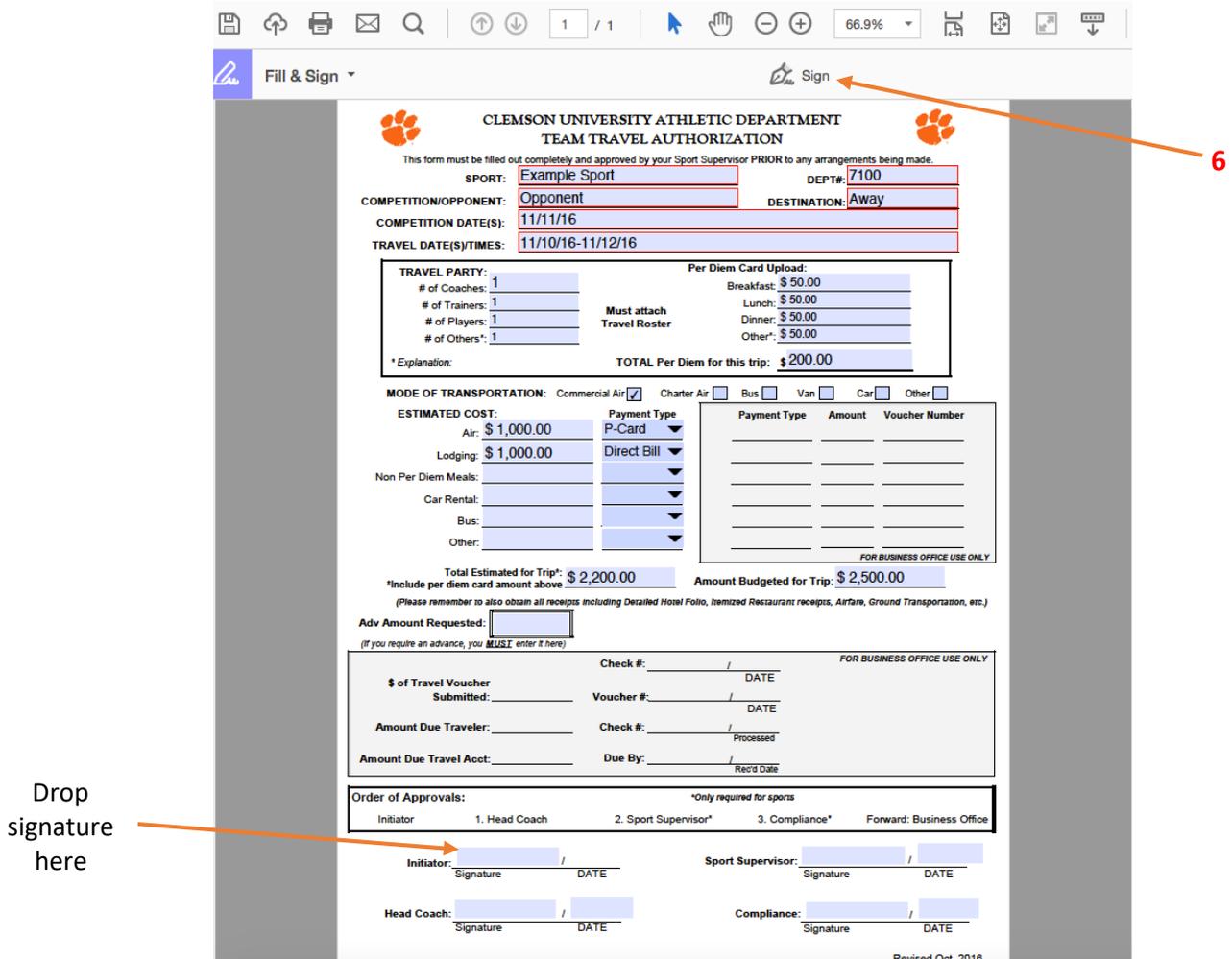
4. Open the authorization form and select "Fill & Sign" from the toolbar on the right side of the screen.



5. When the screen that says "Who needs to fill and sign first?", please select "Me".



6. Fill out the form with appropriate information. Then, click "Sign" located at the top of the page and drop your signature on the "Initiator" or "Requester" line at the bottom of the page.



7. After you drop your signature on the "Initiator" or "Requester" line, click "**Next**" in the top right corner.

Travel Authorization Form for Team Travel - Electronic.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Electronic Signature... Travel Authorizatio... x

1 / 1

Share

Fill & Sign Sign

Bus: _____ None
*Other: _____ None

*Please Describe Other: _____

FOR BUSINESS OFFICE USE ONLY

Total Estimated for Trip: _____ Amount Budgeted for Trip: _____
*Include per diem card amount above _____
(Please remember to also obtain all receipts including Detailed Hotel Folio, Itemized Restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested: _____ Issue check to: _____
(If you require an advance, you **MUST** enter it here)

FOR BUSINESS OFFICE USE ONLY

Check #: _____ / DATE
Voucher #: _____ / DATE
Amount Due Traveler: _____ / Processed
Amount Due Travel Acct: _____ / Due By: _____ / Rec'd Date

Order of Approvals: *Only required for sports
Initiator 1. Head Coach 2. Sport Supervisor* 3. Compliance* Forward: Business Office

Initiator: Matthew Thomson / 5/23/19
Signature DATE

Sport Supervisor: _____ /
Signature DATE

Head Coach: _____ /
Signature DATE

Compliance: _____ /
Signature DATE

Revised Oct. 2016

Thursday, May 23, 2019

8. You'll then see a pop-up box that tells you to save the document. Click "Save".

Travel Authorization Form for Team Travel - Electronic.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Electronic Signature... Travel Authorizatio... x

1 / 1

Share

Fill & Sign Sign

Car Rental: _____ None
Bus: _____ None
*Other: _____ None

*Please Describe Other: _____

FOR BUSINESS OFFICE USE ONLY

Total Estimated for Trip: _____ Amount Budgeted for Trip: _____
*Include per diem card amount above _____
(Please remember to also obtain all receipts including Detailed Hotel Folio, Itemized Restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested: _____ Issue check to: _____
(If you require an advance, you **MUST** enter it here)

FOR BUSINESS OFFICE USE ONLY

Check #: _____ / DATE
Voucher #: _____ / DATE
Amount Due Traveler: _____ / Processed
Amount Due Travel Acct: _____ / Due By: _____ / Rec'd Date

Order of Approvals: *Only required for sports
Initiator 1. Head Coach 2. Sport Supervisor* 3. Compliance* Forward: Business Office

Initiator: Matthew Thomson / 5/23/19
Signature DATE

Sport Supervisor: _____ /
Signature DATE

Head Coach: _____ /
Signature DATE

Compliance: _____ /
Signature DATE

Thursday, May 23, 2019

9. Another box will pop-up saying that it can't be saved. However, after you click "OK", you'll be directed to save the document in a file folder on your computer or desktop.

Travel-Authorization-Form-for-Team-Travel-Electronic-1.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Electronic Signature... Travel-Authoriza... x

Fill & Sign Sign Next Close

Adv Amount Requested: _____ Issue check to: _____
(If you require an advance, you **MUST** enter it here)

FOR BUSINESS OFFICE USE ONLY

\$ of Travel Voucher Submitted: _____ Check #: _____ / _____ DATE
Voucher #: _____ / _____ DATE

Amount Due Traveler: _____

Amount Due Travel Acct: _____

Order of Approvals: *Only required for sports

Initiator 1. Head Coach 2. Sport Supervisor* 3. Compliance* Forward: Business Office

Initiator: Matthew Thomson / 5/23/19 Signature DATE

Sport Supervisor: _____ / _____ Signature DATE

Head Coach: _____ / _____ Signature DATE

Compliance: _____ / _____ Signature DATE

Revised Oct. 2016 Thursday, May 23, 2019

10. Once you save your document the file folder of your choosing, you'll then be asked to select how you want to send your file:

- On the left side of the pop-up box, select "**Request Signatures**".
- Click "**Get Started**" to continue to the next step.

New Adobe Test Run.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Electronic Signature... New Adobe Test Ru... x

Fill & Sign Sign Next Close

Adv Amount Requested: _____ Issue check to: _____
(If you require an advance, you **MUST** enter it here)

FOR BUSINESS OFFICE USE ONLY

\$ of Travel Voucher Submitted: _____

Amount Due Traveler: _____

Amount Due Travel Acct: _____

Order of Approvals:

Initiator 1. Head Coach 2. Sport Supervisor* 3. Compliance* Forward: Business Office

Initiator: Matthew Thomson / _____ Signature DATE

Head Coach: _____ / _____ Signature DATE

Compliance: _____ / _____ Signature DATE

Revised Oct. 2016 Thursday, May 23, 2019

11a. Enter email addresses in order and send

- 1st – Supervisor/Head Coach – example@clemson.edu
 - If you are the head coach, you can have an admin create the form on your behalf and send to you for approval or you can route the form to yourself for additional approval.
- 2nd – Sport Supervisor (sports only) – example@clemson.edu
- 3rd – Compliance (sports only) - cuacs@clemson.edu
- 4th – Click “Show CC” and add Melissa King – king4@clemson.edu

11b.

- If submitting a Travel Authorization, please attach the travel roster (for Team Travel).
- If submitting a purchase requisition, please attach the quote.

11c. Click "Specify Where to Sign" to continue.

New Adobe Test Run.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Electronic Signature... New Adobe Test Ru... x

Adobe Sign

Get documents signed fast with Adobe Sign

Add signers, specify where you want them to fill and sign, and have recipients return the signed document electronically. [Learn more.](#)

Signers [Add CC](#)

1 example@clemson.edu x 2 example@clemson.edu x

3 example@clemson.edu x

CC | [Hide](#)

4 king4@clemson.edu x

Subject & Message

New Adobe Test Run

Please review and complete this document.

File(s) [Add Files](#)

New Adobe Test Run.pdf

Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.

[More Options](#) [Specify Where to Sign](#)

*If you are submitting a purchase request, you only need the signature of your sport supervisor. However, there are a couple of exceptions which are listed below:

- For IT equipment, you'll need to send it to Eric George after your sport supervisor.
- For athletic equipment, you'll need to send it to Mike Wilson after your sport supervisor.

12. Select "Send" in the bottom right corner.

Send for Signature

Relative to Page | Navigate to...

RECIPIENTS
example@clcmson.edu (Signer)

Signature Fields
Signature
Initials
Signature Block
Stamp

Signer Info Fields

Data Fields

Transaction Fields

Save to document library

Send
Reset Fields

12

13. Select "Start" at the top left of the page.

13

Travel Authorization Form for Team Travel - Electronic

Start

CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TEAM TRAVEL AUTHORIZATION

This form must be filled out completely and approved by your Sport Supervisor PRIOR to any arrangements being made.

SPORT: Example Sport DEPT#: 1100
COMPETITION/OPPONENT: Opponent DESTINATION: Away
COMPETITION DATE(S): 1/18/18
TRAVEL DATE(S)/TIMES: 1/17/18 - 1/19/18

TRAVEL PARTY: Per Diem Card Upload:
of Coaches: 1 Breakfast: 50
of Trainers: 1 Lunch: 50
of Players: 1 Must attach: Dinner: 50
of Others: 1 Travel Roster: Other: 50
* Explanation: TOTAL Per Diem for this trip: \$ 200

MODE OF TRANSPORTATION: Commercial Air Charter Air Bus Van Car Other

ESTIMATED COST: Payment Type
Air: 1000 P-Card
Lodging: 1000 Direct B
Non Per Diem Meals: None
Car Rental: None
Bus: None
Other: None

Total Estimated for Trip: 2200 Amount Budgeted for Trip: 2500
(Please remember to also obtain all receipts including Detailed Hotel Fails, Itemized Restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested: Issue check to:

\$ of Travel Voucher Submitted: Voucher #: DATE
Amount Due Traveler: Check #: DATE
Amount Due Travel Acct: Due By: DATE

Order of Approvals: *Only required for sports
1. Head Coach 2. Sport Supervisor* 3. Compliance* Forward: Business Office

Initiator: John Doe / 1/10/18 Sport Supervisor: / DATE
Signature DATE Signature DATE
Head Coach: / DATE Compliance: / DATE
Signature DATE Signature DATE

Revised Oct. 2016

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14. Select "Click to Send" in the bottom right corner.

Travel Authorization Form for Team Travel - Electronic

SPORT

This form must be filled out completely and approved by your Sport Supervisor PRIOR to any arrangements being made.

SPORT: DEPT#:
COMPETITION/OPPONENT: DESTINATION:
COMPETITION DATE(S):
TRAVEL DATE(S)/TIME(S):

TRAVEL PARTY: # of Coaches: <input type="text" value="1"/> # of Trainers: <input type="text" value="1"/> # of Players: <input type="text" value="1"/> # of Others*: <input type="text" value="1"/>	Per Diem Card Upload: Breakfast: <input type="text" value="50"/> Lunch: <input type="text" value="50"/> Dinner: <input type="text" value="50"/> Other*: <input type="text" value="50"/>
--	---

* Explanation: _____ TOTAL Per Diem for this trip: \$

MODE OF TRANSPORTATION: Commercial Air Charter Air Bus Van Car Other

ESTIMATED COST: Air: <input type="text" value="1000"/> Lodging: <input type="text" value="1000"/> Non Per Diem Meals: Car Rental: <input type="text" value="None"/> Bus: <input type="text" value="None"/> Other: <input type="text" value="None"/>	Payment Type P-Card Direct B None None None	FOR BUSINESS OFFICE USE ONLY Payment Type Amount Voucher Number
---	--	--

Total Estimated for Trip: Amount Budgeted for Trip:
*Include per diem card amount above. (Please remember to also obtain all receipts including Detailed motel bills, itemized restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested: Issue check to:

If you require an advance, you MUST enter it here!

\$ of Travel Voucher Submitted: _____	Check #: _____ / DATE _____	FOR BUSINESS OFFICE USE ONLY
Amount Due Traveler: _____	Voucher #: _____ / DATE _____	
Amount Due Travel Asst: _____	Check #: _____ / DATE _____	
	Due By: _____ / DATE _____	

Order of Approvals: *Only required for sports
Initiator: 1. Head Coach 2. Sport Supervisor* 3. Compliance Forward: Business Office

Initiator: / Sport Supervisor: _____ / DATE _____
Signature DATE Signature DATE

Head Coach: _____ / DATE _____ Compliance: _____ / DATE _____
Signature DATE Signature DATE

Revised Oct. 2016

Thank you for prefilling this document

Click to Send

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*Depending on your settings, you will receive multiple updates as the form makes its way through the authorization process. Do NOT make any travel arrangements or purchases before you receive the final copy that includes all required signatures.