

How to Add Documents to PDF Files

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Click to add invoice and other backup to Direct Pay form

Date: 02/20/20 Amount Requested: \$150.00

Mailed Check Direct Deposit on file (or hand deliver [Direct Deposit form](#))

(also attach required documents - receipts, invoices, membership forms, etc.)

PeopleSoft Chartfields to be charged:

ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT	AMOUNT
XXXXXX	XXXXX	XXXXX				

I certify that the above information is true and correct and that payments for these items have not previously been received or sent.

Requested by: (Name) YOUR NAME HERE Signature: Date:

Approved by#: Title: Signature: Date:

‡ Must have signature authority on chartfields listed

Department Name: Contact Name: Phone #:

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PDF sample

sample

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PDF + Copy

click & drag from desktop

Date: 4/20/20 **Amount Requested:** \$150.00

Name/Payable To:
SAMPLE

Payment address:
SAMPLE

Payment Method: Mailed Check Direct Deposit on file (or hand deliver [Direct Deposit form](#))

Purchase justification: (also attach required documents - receipts, invoices, membership forms, etc.)
SAMPLE

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XXXXXX	XXXXX	XXXXX				

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Requested by: (Name) YOUR NAME HERE **Signature:** **Date:**

Approved by‡: **Title:** **Signature:** **Date:**

‡ Must have signature authority on chartfields listed

Department Name: **Contact Name:** **Phone #:**

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Date: 4/20/20 **Amount Requested:** \$150.00

Name/Payable To: SAMPLE

Payment address: SAMPLE

Payment Method: Mailed Check Direct Deposit form

Purchase justification: (also attach required documents - receipts, invoices, membership forms, etc.)

SAMPLE

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Department Name:	Contact Name:	Phone #:
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Or to add files from other locations:

Organize Pages

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Organize Pages All Pages Extract **Insert** Replace Split More

- From File... Shift+Ctrl+I
- From Clipboard...
- From Scanner
- From Web Page...
- Blank Page... Shift+Ctrl+T

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