

October 1, 2020

Dear University Staff:

Submission of Expenditures:

Attached you will find an updated expenditure request form with adobe digital signature lines. Please feel free to use this form to retrieve signatures as needed. At this point, the Foundation is still only accepting expenditure requests/invoices by email or campus mail until further notice. To eliminate duplication of payments, only submit your request by email or campus mail, please do not send two submissions for the same request. All email submissions should be sent to foundation@memphis.edu.

Below are the options for submitting electronic signatures:

1. Physical signature on expenditure, scan into a PDF and email to foundation@memphis.edu
2. Use the attached form which includes the adobe digital signature lines and forward to foundation@memphis.edu.
3. University DocuSign System
This is within the "My Memphis" portal underneath the "Employee" tab
You will need to get approval within your department and submit an "IT Service HelpDesk" request if you are not already a user within the system.
Link for more information.
<https://www.memphis.edu/umtech/solutions/docusign.php>

The Foundation recommends option 3 if possible, as it has user security associated with the signature, but realize everyone does not have access.

Whatever option is used, the approvals need to be converted into a PDF format and attached to the PDF version of the expenditure form. If these options do not work for your area, please feel free to manually complete the expenditure form, retrieve approval signature(s) and campus mail the request.

Please forward this notification to other employees in our area who may perform this type of task. If you have any questions, please let me know.

Thanks,

Carolyn Stanley
Foundation Director
University of Memphis Foundation
