

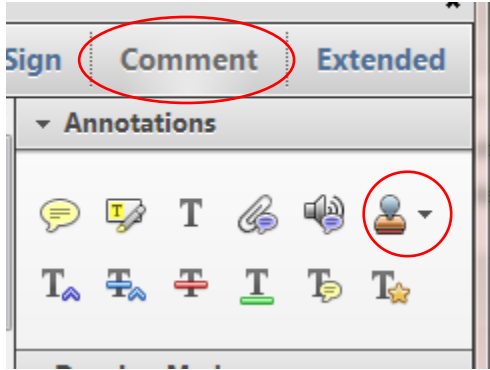
STAMP APPROVAL INSTRUCTIONS

Use the following instructions to approve internal forms such as Invoices, Hiring Authorizations, Status Change Forms, Missing Receipt Forms etc.

Step 1: Open up an invoice or form as a PDF file.

Step 2: In the upper right corner of Adobe Reader, click on **Comment**.

Step 3: In the comment window, click on the **stamp icon** (first row, far right)



Step 4: Click **Dynamic**, then click the **Approved stamp** and then you can **drag it over** to the invoice and stamp it wherever you want (see the invoice below).

Step 5: Click on the **T** to type the account number and business purpose under the stamp (see the invoice to the left).

Step 6: Click on the **envelope and email**.

You do not need to print it unless you want a hard copy for your records.

