



HARTNELLCOLLEGE

ADOBE SIGN SIGNATURE GUIDE

Document Type	Adobe Signers	Adobe CC for processing
Blanket Purchase Orders under \$5,000	<ul style="list-style-type: none">- Program Director- Department Dean	purchasing@hartnell.edu
Blanket Purchase Orders \$5,000 - \$9,999	<ul style="list-style-type: none">- Program Director- Department Dean- Area Vice President	purchasing@hartnell.edu
Blanket Purchase Orders over \$10,000	<ul style="list-style-type: none">- Program Director- Department Dean- Area Vice President- President	purchasing@hartnell.edu
Budget Revisions/Transfers – Grants	<ul style="list-style-type: none">- Program Director- Accounting Manager	eflores@hartnell.edu
Budget Revisions/Transfers – General Funds	<ul style="list-style-type: none">- Program Director- Controller	pluciano@hartnell.edu
Check Requests under \$5,000	<ul style="list-style-type: none">- Program Director- Department Dean	accountspayable@hartnell.edu
Check Requests between \$5,000 and \$9,999	<ul style="list-style-type: none">- Program Director- Department Dean- Area Vice President	accountspayable@hartnell.edu
Check Requests over \$10,000	<ul style="list-style-type: none">- Program Director- Department Dean- Area Vice President- President /Superintendent	accountspayable@hartnell.edu
Credit Card Request	<ul style="list-style-type: none">- Program Director- Department Dean	ltrafton@hartnell.edu
Expenditure Transfers – Grants	<ul style="list-style-type: none">- Program Director- Accounting Manager	eflores@hartnell.edu
Expenditure Transfers – General fund	<ul style="list-style-type: none">- Program Director- Controller	pluciano@hartnell.edu



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Full-Time Faculty Special Project Agreements (SPAs)	<ul style="list-style-type: none">- Faculty- Program Director/Supervisor- Accounting Manager (if Grant funded) OR Controller (if General funds)- Area Vice President- Vice President of HR- President/Superintendent	erowe@hartnell.edu jsilveira@hartnell.edu
Mileage Reimbursement Form	<ul style="list-style-type: none">- Employee being reimbursed- Program Director- Department Dean	ltrafton@hartnell.edu
Notice of Personnel Action (NPA)	<ul style="list-style-type: none">- Program Director- Accounting Manager (for grant funds) OR Controller (For general funds)- Vice President of HR	erowe@hartnell.edu jsilveira@hartnell.edu
Request to Hire Professional Experts	<ul style="list-style-type: none">- Program Director/Supervisor- Accounting Manager (if Grant funds) OR Controller (if General funds)- Area Vice President- Vice President of HR	ntorres@hartnell.edu
Special Project Agreements (SPAs) - Full-Time Faculty	<ul style="list-style-type: none">- Faculty- Program Director/Supervisor- Accounting Manager (if Grant funded) OR Controller (if General funds)- Area Vice President- Vice President of HR- President/Superintendent	erowe@hartnell.edu jsilveira@hartnell.edu
Special Project Agreements (SPAs) - Part-Time Faculty	<ul style="list-style-type: none">- Faculty- Program Director/Supervisor- Accounting Manager (if Grant funds) OR Controller (if General funds)- Area Vice President- Vice President of HR- President/Superintendent	ntorres@hartnell.edu jsilveira@hartnell.edu



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Travel Authorization Form In-State Travel	<ul style="list-style-type: none">- Traveler- Department Dean- Program Director- Area Vice President	jsilveira@hartnell.edu
Travel Authorization Form Out of State Travel	<ul style="list-style-type: none">- Traveler- Department Dean- Program Director- Area Vice President- Accounting Manager (if grant funds) OR Controller (if general funds)- President/Superintendent	jsilveira@hartnell.edu