

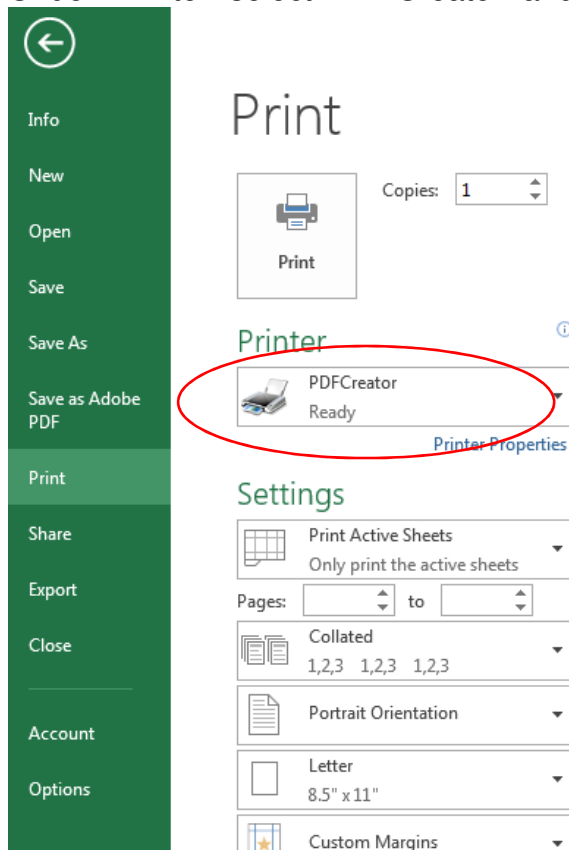
Fill Out a Purchase Order Form

- In the Excel Format, fill out **ALL** categories of the Purchase Order Form. If you
 - Select the appropriate drop down from “Request By” and “Department Supervisor” menus.

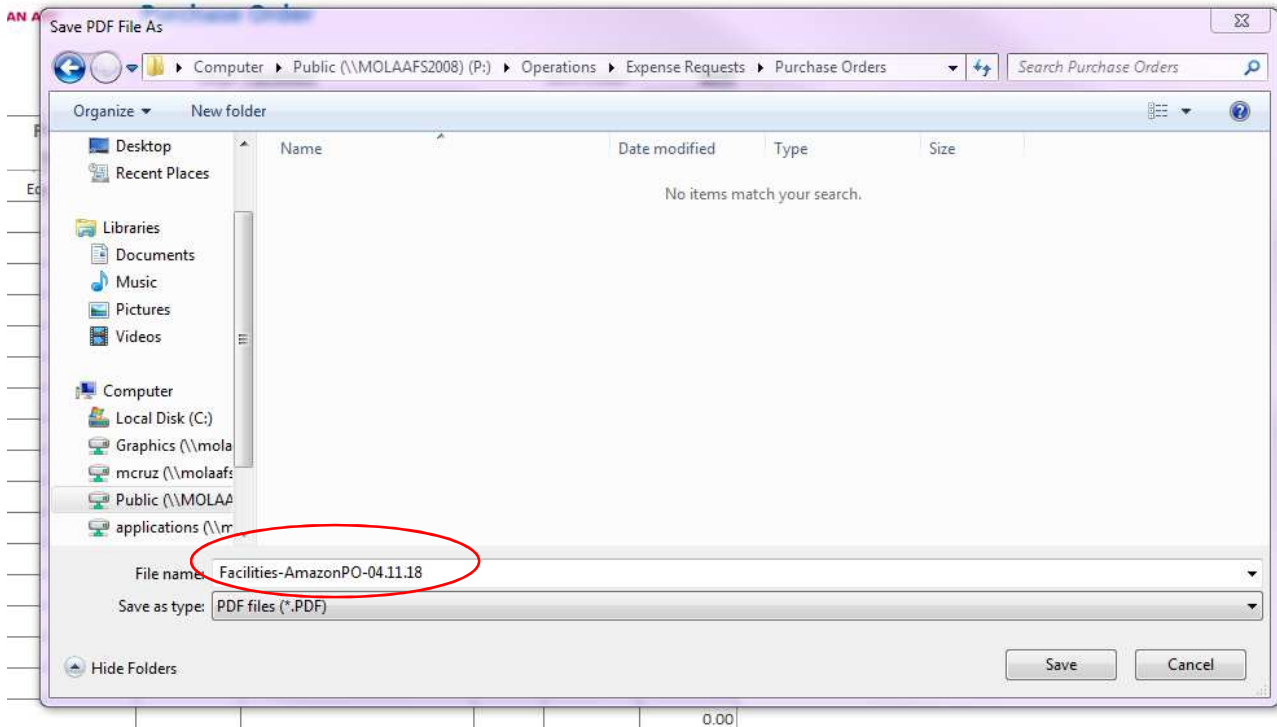
AUTHORIZATION

<p>Requested By <input type="text" value="(Select Name)"/></p> <p>Department Supervisor <input type="text" value="(Select Name)"/></p> <p>Chief Operating Officer Maria Nazario</p>	<hr/> <p>Requested By Signature Date</p> <hr/> <p>Department Supervisor Signature Date</p> <hr/> <p>COO Signature Date</p>
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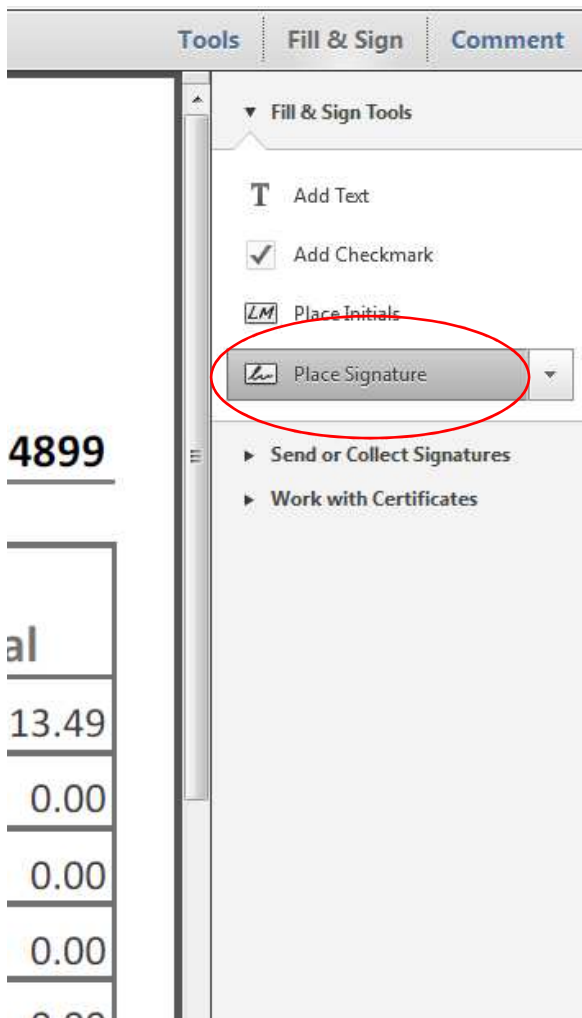
- **Convert the file to a PDF** by going to File>Print
- Under “Printer” select “PDFCreator” and hit “Print”



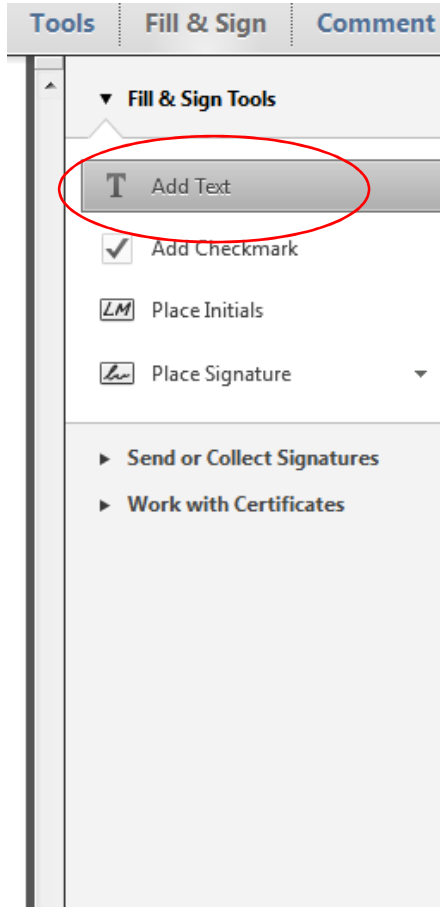
- Save the Purchase Order Form under department, vendor, and date.



- Once the Purchase Order Form is converted, it can be signed by selecting “Fill & Sign” in the upper right hand corner of your PDF.
- Select “Place Signature” or “Change Saved Signature” to create or modify your signature.



- Place your signature in the “Requested by signature” line. To enter the date, go back to “Fill & Sign” and select “Add Text”. Place the icon over the date and enter today’s date.



AUTHORIZATION

<i>Santa Claus</i>	04/18/18
Requested By Signature	Date
Department Supervisor Signature	Date
COO Signature	Date

- Once the above is completed, send to Eforms@molaa.org where it will be approved/signed by the Department Supervisor and COO through DocuSign and then purchased by Operations.

*Note that purchases over \$2500 must be approved by Dr. Ramos.