

# How to Add Documents to PDF Files

zoom sample.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools zoom sample.pdf x

1 / 1 125%

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

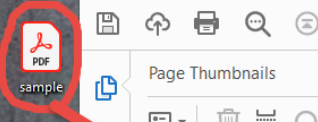
Department Name: Contact Name: Phone #:

**PRINT** Revised 3/6/2020

Page Thumbnails



1



sample

sample

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

**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 #:

PRINT

zoom sample.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools zoom sample.pdf x

125%

Page Thumbnails

1

**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

**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 #:**

**PRINT** Revised 3/6/2020

Or to add files from other locations:

Organize Pages

zoom sample.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools zoom sample.pdf x

1 / 1 125%

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

1

Enable multiple page selection