

Before an expense report is approved it must be signed by the employee and manager. The Office of Accounts Payable uses Adobe Acrobat e-Sign to facilitate this process. The report is sent to the signer's Frostburg State University email address and will contain the warning: "this email originated from outside of Frostburg State University..." **This email is SAFE, and it is important to sign the document as soon as possible to prevent delays.**

CAUTION: This email originated from outside of Frostburg State University. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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**Adobe
Acrobat Sign**

The email contains a message that says: "please review and sign this expense report."

There are designated signature fields at the bottom of the expense report:

Expense Report Line						
Row Number	Date	Item	Extended Amount	Memo	Receipt Attached	Worktags
1	12/05/25	Food Service	\$70.51	Lunch	Yes	US260186 FSU ATH Basketball - Men's
Total Expense			\$70.51			

Line Attachments

*Signature

*Signature

Once the employee signs, an email is automatically generated to the manager for signature. Once both signatures are completed, Accounts Payable is notified and able to approve the expense report.

If you have any questions about this process, please contact Kelli Fridley at klfridley@frostburg.edu or Kim Raley at kcraley@frostburg.edu .