

FOUNDATION WARRANT ROUTING

University departments are asked to follow the electronic submittal guidelines below for routing a Foundation Warrant:

1. The requestor should complete the fillable [Foundation Warrant](#). The pdf file should be saved to your computer by utilizing the printing to pdf function** and will need to be attached to an email to be routed for appropriate approvals. No physical signatures are required at this time.

a. If applicable, the following forms must be routed with the Foundation Warrant:

- ✦ [Foundation Warrant Account Continuation Page](#)
- ✦ [Foundation Warrant Receipt-Invoice Log](#)

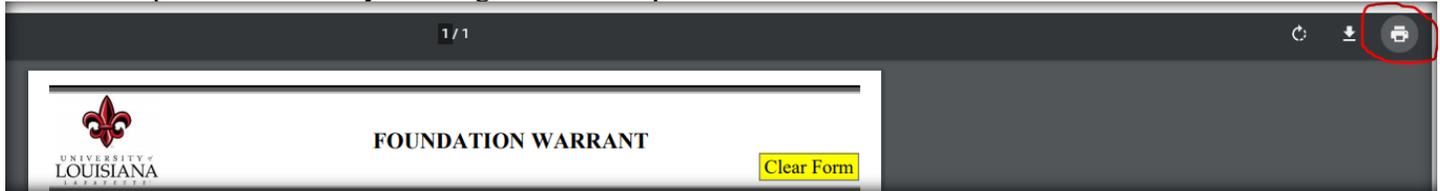
NOTE: For more information concerning these forms, please visit Financial Services website at <https://financialservices.louisiana.edu/node/60>

b. If the Foundation Warrant has been physically signed by the Department Head/Director and/or the Dean/Administrative Head, the document can be scanned and forwarded by email to the next appropriate approver.

** Please do not submit a fillable pdf through email, always print the document to pdf. This will lock all the fields that were completed to eliminate any accidental deletions or changes to the document by any of the email recipients. If you need assistance with the “print to pdf” function, please see pages 2-3 for instructions.

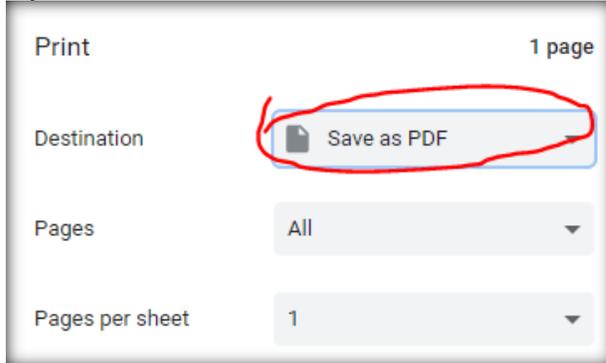
2. Supporting documentation must be scanned and added to the Foundation Warrant file or attached to the email as a separate file.
3. The requester must forward the completed Foundation Warrant forms and supporting documentation to the Department Head or Director (or designee) for approval (via email).
4. The Department Head or Director (or designee) must forward the email and attachments indicating “approved” to the Dean or Administrative Head (or designee) for approval (via email).
5. The Dean or Administrative Head (or designee) must forward the email and attachments indicating “approved” to the appropriate Vice President (or designee) for approval.
6. Vice President (or designee) must forward the email and attachments indicating “approved” to warrants@louisiana.edu for review and further routing.
7. Note - any additional special routing needed by a particular department should follow the same process.

1. When you open the document from the link above, complete the fillable pdf with required information.
2. At this point, you have the option to print the document to pdf.
 - a. Select the “print” function by clicking on the little printer icon

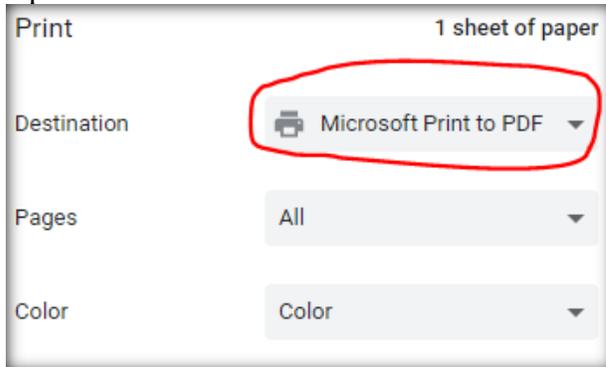


- b. Select the appropriate printer destination. You should have at least one of the three options below.

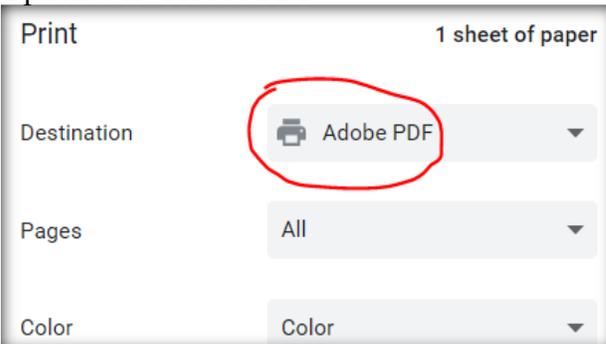
❖ Option 1 is “Save as PDF”



❖ Option 2 is “Microsoft Print to PDF”

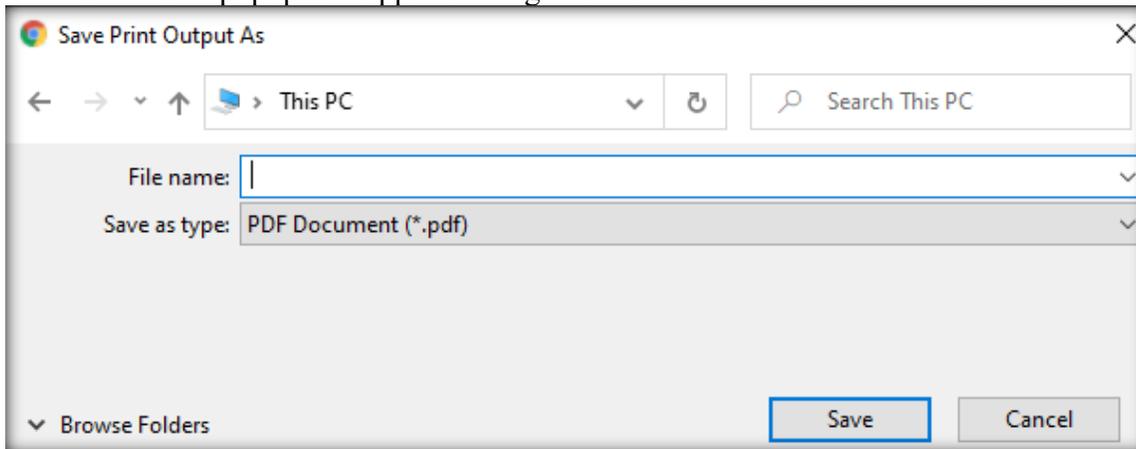


❖ Option 3 is “Adobe PDF”

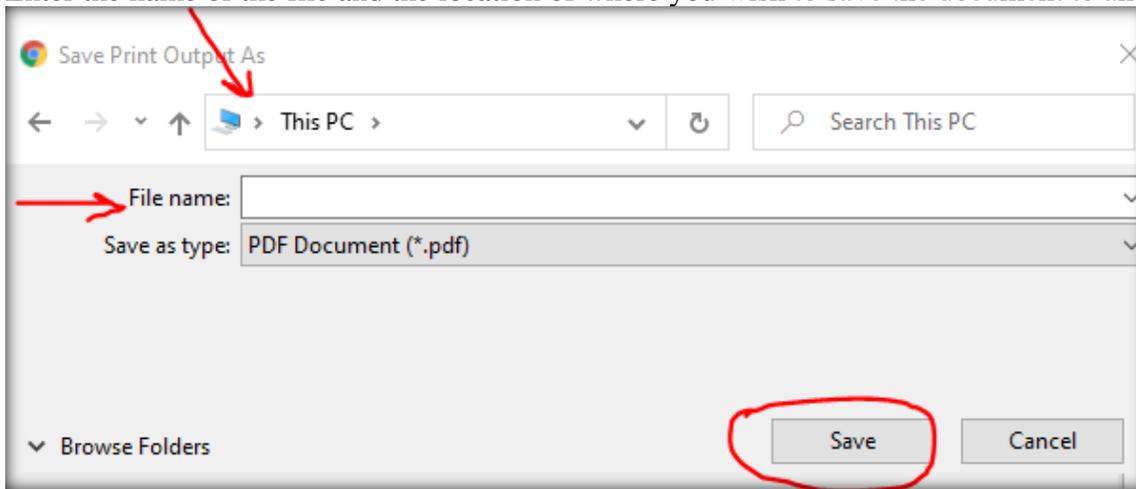


PRINTING TO PDF

- c. Click “Print”. A popup will appear asking for the file name and the location to save the document.



- d. Enter the name of the file and the location of where you wish to save the document to and select “Save”



- e. The document should no longer be a fillable PDF and you should no longer be able to see the “Clear Form” function.

