Adobe Sign Submission Process for Change in Accounting Classification Forms

Please follow the steps below when submitting a Change in Accounting Classification Form through Adobe Sign. Following these procedures will help ensure your request is processed without delays or rejection.

Submission Instructions

1. Open the fillable Change in Accounting Classification Form template.
2. Complete all required fields in the form, **except the "For Budget and Human Resources use only"** section.
3. Once the requestor has completed the form, send it for approval through **Adobe Sign**.
4. In the **Add Recipients** section, add the email addresses for signers in the following order:
   Standard Routing
   4.1 Appropriate Manager (From)
   4.2 Appropriate Manager (To)
   4.3 Appropriate Vice President or President
   4.4 budget@cerritos.edu
   4.5 cselorio@cerritos.edu
   4.6 adodd@cerritos.edu

   Interfund Transfers Only:

   If the request is an Interfund Transfer requiring Executive Council approval, add jfierro@cerritos.edu after the Appropriate Vice President or President (Step 4.3) and **before** budget@cerritos.edu (Step 4.4)

5. Click **CC** to insert a new recipient line. Enter payroll@cerritos.edu.
6. Enter a descriptive **Agreement name** and update the **Message** field to clearly explain the purpose of the request.
7. Click **Preview & Add Fields,** then assign each recipient to the appropriate signature line
8. Perform a final review to ensure all required signatures and fields are assigned correctly. Once everything has been verified, click the blue **Send** button at the bottom of the page.

After the form is sent, Adobe Sign will automatically route the document to each recipient in the order specified. Once all required approvals and signatures have been completed, all signers and recipients will automatically receive a copy of the fully executed form for their records.

Important Notes

- Interfund Transfer- Select this checkbox for **full-time employees** whose salary allocation is being transferred **between different funds** in the **FROM and TO Account Classifications**. For example, a 20% allocation (FROM) Fund 01.3 changing to a 20% allocation (TO) Fund 01.0 is considered an interfund transfer.
- Intrafund Transfer – Select this checkbox when the account change occurs **within the same fund** and does not meet the definition of an interfund transfer.