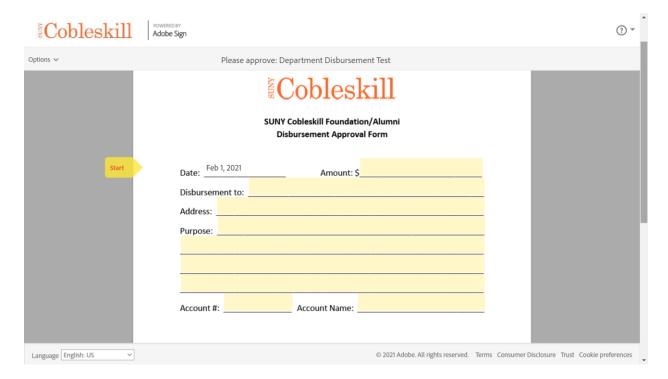
Foundation Disbursement Process:

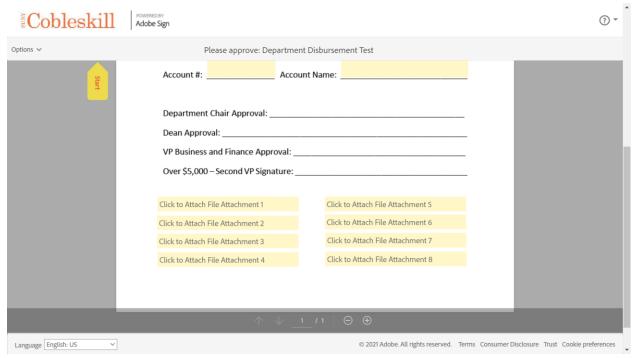
Effective July 1, 2021 the disbursement process for payments from the foundation will be as follows;

Disbursements will be initiated with the use of Adobe Sign. Anyone initiating the disbursement should have an Adobe Sign account which can be requested with a work order to ITS.

You will need to add the Adobe Sign email address to the approved sender list. Below are the steps on how to do it:

- When in Outlook click the "Home" tab
- Click "Junk" under the Delete category
- From the drop-down list click "Junk E-mail Options"
- Click the "Safe Senders" tab
- Click "Add"
- Enter the following email address: echosign@echosign.com
- Click "OK" twice
- 1. https://www.cobleskill.edu/about/leadership/campus-policies/college advancement policies.aspx
- 2. Click "Disbursement Form"
- 3. Complete web form's required fields and attach back up documentation.





- a. The form will send automatically to the Finance Associate in Advancement.
- b. Email updates on the progress will be sent as well as the final copy when complete.

Please direct questions to Shannon Manchester, Finance Associate for Advancement.

- manchesm@cobleskill.esu
- 518-255-5687