

**Instructions for submitting a PAF**

PAFs will start with the originator, who will send the electronic PAF attached in an email to each of the authorized signers requesting that they simply reply all via email with an approval or rejection. See below for a sample email.

Send	To...	Dean/Director, President DR, Allen Zernich (FP&B rep), HRBP
	Cc...	
	Subject	PAF - Dept. Name

All,  
Please find attached a PAF for \_\_\_\_\_. For signature approval, please reply all in the signature sequence detailed in section E of the PAF form. Upon approval by all signers, the PAF will be sent to Payroll for processing.

Thanks.

\*For sample purposes only