

MSUM Special Expense Request

Temporary Process

Requestor

1. Complete the [Special Expense Request form](#) in full.
2. Obtain appropriate signatures by using one of the following means:
 - a. Digital signature (recommended)
 - i. If you do not have a digital ID set up in Adobe, you will need to create one.
 1. [Instructions on creating a digital ID](#)
 - ii. When you add a digital signature, it will require you to re-save the document.
 - b. Manual signature
 - i. Print form → sign it → scan it
 - c. No signature
 - i. **Copy and paste this statement in your email:** I certify I have read the MNSCU board procedure 5.20.1 regarding special expenses and confirm the above expenses comply with this policy.
3. Forward email to the approving person.
4. Please keep the original document as Business Services may need it at a later date.

Approver

1. When you receive a Special Expense Request form, check whether it is digitally or manually signed.
 - a. Digital signature
 - i. Add in your own digital signature (it will require you to re-save the document).
 - ii. Include the newly signed document to the email.
 - b. Manual signature:
 - i. Forward email (with all attachments).
 - ii. **Copy and paste this statement in the email:** I certify I have read the MNSCU board procedure 5.20.1 regarding special expenses and confirm the above expenses comply with this policy.
2. Email completed form to Alison Fraase at alison.fraase@mnstate.edu.

You also have the option to mail this form or send it through intercampus mail to Business Services. However, please make sure all signatures have been obtained before sending it in.