

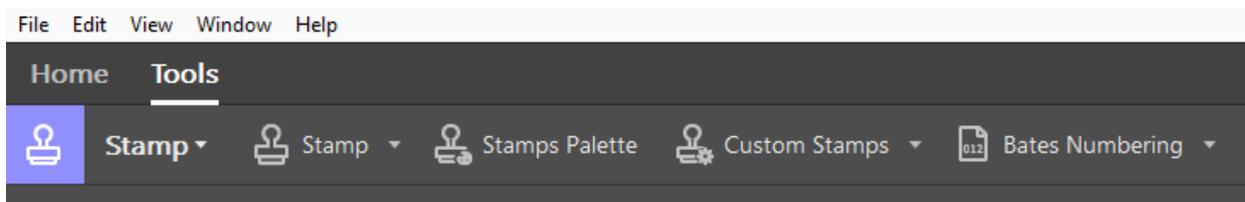
To add a Custom PDF Stamp, do the following:

-Create or use an existing template. (**Save the attached file to an easily accessible location**) (*see template below*)

Open Adobe and click on Tools --> Stamps



Click on Custom Stamps



and use the drop-down and select create.

Browse to the file location where your template was saved and select the file. You will be prompted to categorize and name your stamp.

USING THE CREATED STAMP:

In any PDF file click TOOLS --> STAMP and then use the dropdown to find your newly added stamp.

<https://helpx.adobe.com/acrobat/using/adding-stamp-pdf.html>

Stamp Template:

Dept. _____

GL Acct.# _____

(Departmental Approval)

Voucher ID _____

(Cabinet Officer approval if total exceeds \$5,000)