

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.

You may need to add the Adobe Sign email address to the approved sender list in your outlook email.

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.

The screenshot shows a web browser window displaying the "SUNY Cobleskill Foundation Disbursement Approval Form". The page header includes the Cobleskill logo and "Powered by Adobe Acrobat Sign". The form title is "SUNY Cobleskill Foundation Disbursement Approval Form". The form fields are as follows:

- Date: Mar 11, 2026
- Amount: \$ [redacted]
- Disbursement to: [redacted]
- Address: [redacted]
- Purpose: [redacted]
- *Please attach supporting/back up documentation (receipt/invoice/quote) *
- Account # & Detail Code: [redacted]
- Account Name & Detail Code Name: [redacted]

The form is displayed in a browser window with a language dropdown set to "English US" and a "Save for later" button in the top right corner.


 Powered by 

Options ▾ Please fill: Fdn Disbursement Rev2026 Next required field 7 

Account # & Detail Code: - 6 - - -

Account Name & Detail Code Name: _____

Detail Codes: XXXX – 6XXX – XX
 6000 - Printing; 6002 – Events; 6012 – Postage; 6018 - Advertising Expense; 6021 - Food Expense
 6023 - Trip Expense; 6024 - Student Support Expense; 6025 - Faculty/Staff Expense
 6026 - Equipment Expense; 6027 - Special Project Expense; 6028 - Sponsorship Expense
 6045 - Gifts & Special Recognition; 6052 – Consultant; 6120 - Office Supplies

Fund Coordinator/Dept. Chair Approval: _____

Dean/Supervisor Approval: _____

VP Finance & Operations Approval: _____

Over \$10,000 – Second VP Signature: _____

Click to Attach File Attachment 1 Click to Attach File Attachment 3
Click to Attach File Attachment 2 Click to Attach File Attachment 4

Check # _____ Date: _____

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- 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:

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