

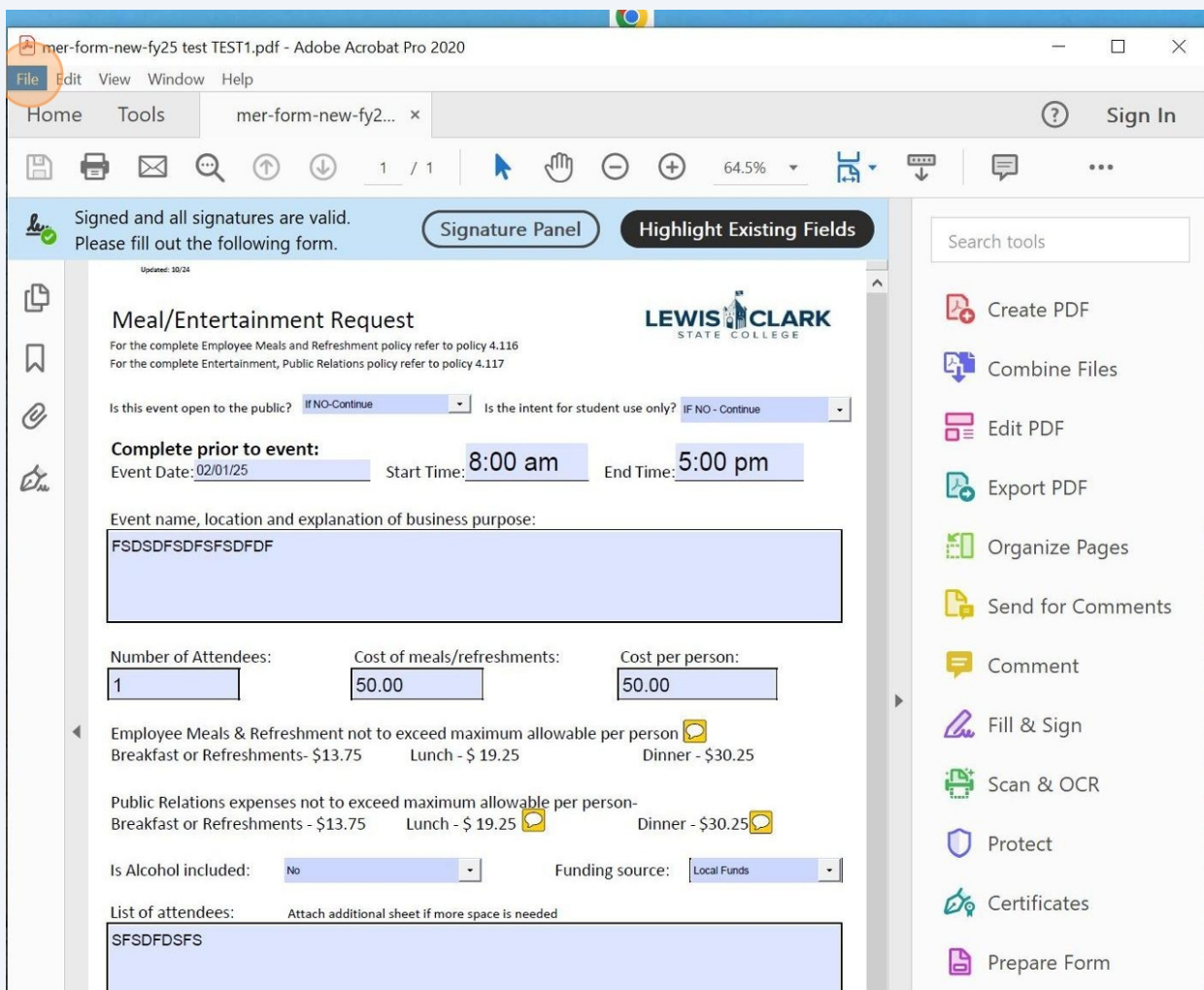
How to save a fillable PDF as a standard PDF form

Works does not accept fillable PDF forms. When you upload a completed fillable PDF form to Works, the content and signatures will not be retained.

Fillable PDF forms, such as the MER, Travel Authorization and Grants P-Card Purchase Request forms need to be printed to PDF to retain the information and signatures when uploaded to Works. Follow the steps below to print to pdf.

1

Open the fillable PDF form (such as a completed MER, Travel Authorization or Grants P-Card Purchase Request forms). Click on the File menu.



2 Select Print

The screenshot shows a PDF viewer interface with a menu open on the left. The menu includes options like Open, Save, and Print. The Print option is highlighted, and a list of recent files is shown below it. The main content area displays a form from Lewis & Clark State College with fields for 'Cost per person' (50.00) and 'Dinner - \$30.25'. A 'List of attendees' field contains the text 'SFSDFDSFS'. A right-hand toolbar contains various PDF manipulation tools.

Menu Items:

- Open... (Ctrl+O)
- Reopen PDFs from last session
- Create
- Save (Ctrl+S)
- Save As... (Shift+Ctrl+S)
- Save as Other
- Export To
- Share File
- Revert
- Close File (Ctrl+W)
- Properties... (Ctrl+D)
- Print... (Ctrl+P)**
- 1 C:\...\mer-form-new-fy25 test TEST1.pdf
- 2 C:\Users\...\mer-form-new-fy25.pdf
- 3 C:\Users\...\Test printed to PDF.pdf
- 4 C:\...\Clearwater_County...ce_2024_Q4_(1).pdf
- 5 C:\Users\...\City_of_Orofino_SAM.gov.pdf
- View All Recent Files...
- Exit Application (Ctrl+Q)

Form Fields:

- Cost per person: 50.00
- allowable per person: Dinner - \$30.25
- ble per person-: Dinner - \$30.25
- Funding source: Local Funds

List of attendees: Attach additional sheet if more space is needed
SFSDFDSFS

Right-hand Toolbar:

- Search tools
- Create PDF
- Combine Files
- Edit PDF
- Export PDF
- Organize Pages
- Send for Comments
- Comment
- Fill & Sign
- Scan & OCR
- Protect
- Certificates
- Prepare Form
- More Tools

Form Text:

This MER form must be signed and submitted with the requisition or expense claim, supported by itemized receipts for processing. IRS rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, and attendees.

3 From the Printer drop down, select Print to PDF

The screenshot shows the Adobe Acrobat Pro 2020 interface with the 'Print' dialog box open. The 'Printer' dropdown menu is expanded, and 'Microsoft Print to PDF' is highlighted. The document being printed is 'mer-form-new-fy25 test TEST1.pdf'. The dialog box includes options for 'Copies', 'Pages', 'Page Sizing & Scaling', 'Orientation', and 'Comments & Forms'. The 'Comments & Forms' section shows a preview of a 'Meal/Entertainment Request' form from Lewis & Clark State College.

Printer: Microsoft Print to PDF

Copies: 1

Pages: All

Page Sizing & Scaling: Shrink oversized pages

Orientation: Auto portrait/landscape

Comments & Forms: Document and Markups

Scale: 100%

8.5 x 11 Inches

Meal/Entertainment Request LEWIS & CLARK STATE COLLEGE

For the complete Employee Meal and Refreshment policy refer to policy 4.10.
For the complete Student/Student-Athlete Meal and Refreshment policy refer to policy 4.11.

Is this event open to the public? YES NO Is the intent for student use only? YES NO

Complete prior to event:
Event Date: 10/22/25 Start Time: 8:00 am End Time: 5:00 pm

Event name, location and explanation of business purpose:
FOODCOURT

Number of Attendees:	Cost of meals/refreshments:	Cost per person:
1	60.00	60.00

Employee Meals & Refreshment not to exceed maximum allowable per person:
Breakfast or Refreshments - \$13.75 Lunch - \$19.25 Dinner - \$30.25

Public Relations expenses not to exceed maximum allowable per person:
Breakfast or Refreshments - \$13.75 Lunch - \$19.25 Dinner - \$30.25

Is Alcohol included: YES NO Funding source: Law Firm

List of attendees: Attach additional sheet if more space is needed
FOODCOURT

This MEER form must be signed and submitted with the registration or expense claim, supported by itemized receipts for processing. All rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, and attendees.

Jessica Waddington Requester Signature
Jessica Waddington Approver Signature

President, Provost, or VP, if required

Include agendas, invitations, events or notices when applicable

Page 1 of 1

4 Click "Print"

Printer: Microsoft Print to PDF Properties Advanced Help ?

Copies: 1 Print in grayscale (black and white) Save ink/toner ⓘ

Pages to Print

- All
- Current page
- Pages 1
- More Options

Page Sizing & Handling ⓘ

Size Poster Multiple Booklet

- Fit
- Actual size
- Shrink oversized pages
- Custom Scale: 100 %
- Choose paper source by PDF page size

Orientation:

- Auto portrait/landscape
- Portrait
- Landscape

Page Setup...

Comments & Forms

Document and Markups

Summarize Comments

Scale: 100%

8.5 x 11 Inches

Meal/Entertainment Request LEWIS & CLARK STATE COLLEGE

For the complete Employee Meal and Reimbursement policy refer to policy 4.124
For the complete Student/Employee Public Relations policy refer to policy 6.117

Is this event open to the public? No Yes Is the intent for student use only? No Yes

Complete prior to event: Event Date: 2/22/25 Start Time: 8:00 am End Time: 5:00 pm

Event name, location and explanation of business purpose

PROCEEDINGS

Number of Attendees:	Cost of meals/refreshments:	Cost per person:
1	50.00	50.00

Employee Meals & Refreshment not to exceed maximum allowable per person
Breakfast or Refreshments - \$13.75 Lunch - \$19.25 Dinner - \$30.25

Public Relations expenses not to exceed maximum allowable per person
Breakfast or Refreshments - \$13.75 Lunch - \$19.25 Dinner - \$30.25

Is Alcohol included: No Yes Funding source: Low Flow

List of attendees: Attach additional sheet if more space is needed

PROCEEDINGS

This MEER form must be signed and submitted with the registration or expense claim, supported by itemized receipts for processing. All rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, and attendees.

Jessica Waddington Requestor Signature	Jessica Waddington Approver Signature
---	--

Include agenda, invitations, flyers or Solicitor waiver when applicable

Page 1 of 1

Print Cancel

time, date, place, business purpose, and attendees.

Jessica Waddington Digitally signed by Jessica Waddington Date: 2025.01.30 13:19:31 -08'00'

Jessica Waddington Digitally signed by Jessica Waddington Date: 2025.01.30 13:32:41 -08'00'

Requestor Signature Approver Signature

Store and share files in the Document Cloud

5 Save the file

The screenshot shows the Adobe Acrobat Pro 2020 interface. The main window displays a PDF form titled "Meal/Entertainment Request" from Lewis & Clark State College. The form includes fields for event details, costs, and signatures. A "Save Print Output As" dialog box is open over the form, showing the file name "Print to PDF Test" and the save type "PDF Document (*.pdf)".

Meal/Entertainment Request
For the complete Employee Meals and Refreshment policy refer to policy 4.116
For the complete Entertainment, Public Relations policy refer to policy 4.117

Is this event open to the public? Is the Intent for student use only?

Complete prior to event:
Event Date: Start Time: End Time:

Event name, location and explanation of business purpose:

Number of Attendees:	Cost of meals/refreshments:	Cost per person:
<input type="text" value="1"/>	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>

Employee Meals & Refreshment not to exceed maximum allowable per person
Breakfast or Refreshments - \$13.75 Lunch - \$ 19.25 Dinner - \$30.25

Public Relations expenses not to exceed maximum allowable per person
Breakfast or Refreshments - \$13.75 Lunch - \$ 19.25 Dinner - \$30.25

Is Alcohol included: Funding source:

List of attendees: Attach additional sheet if more space is needed

This MER form must be signed and submitted with the requisition or expense claim, supported by itemized receipts for processing. IRS rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, and attendees.

Jessica Waddington Digitally signed by Jessica Waddington Date: 2025.01.30 13:19:31 -0800

Jessica Waddington Digitally signed by Jessica Waddington Date: 2025.01.30 13:32:41 -0800

Requestor Signature Approver Signature

Save Print Output As
This PC > Downloads
File name:
Save as type:



The file size will now meet the PDF file size requirement for Works (5 MB) and the information and signatures on the fillable form will be retained.