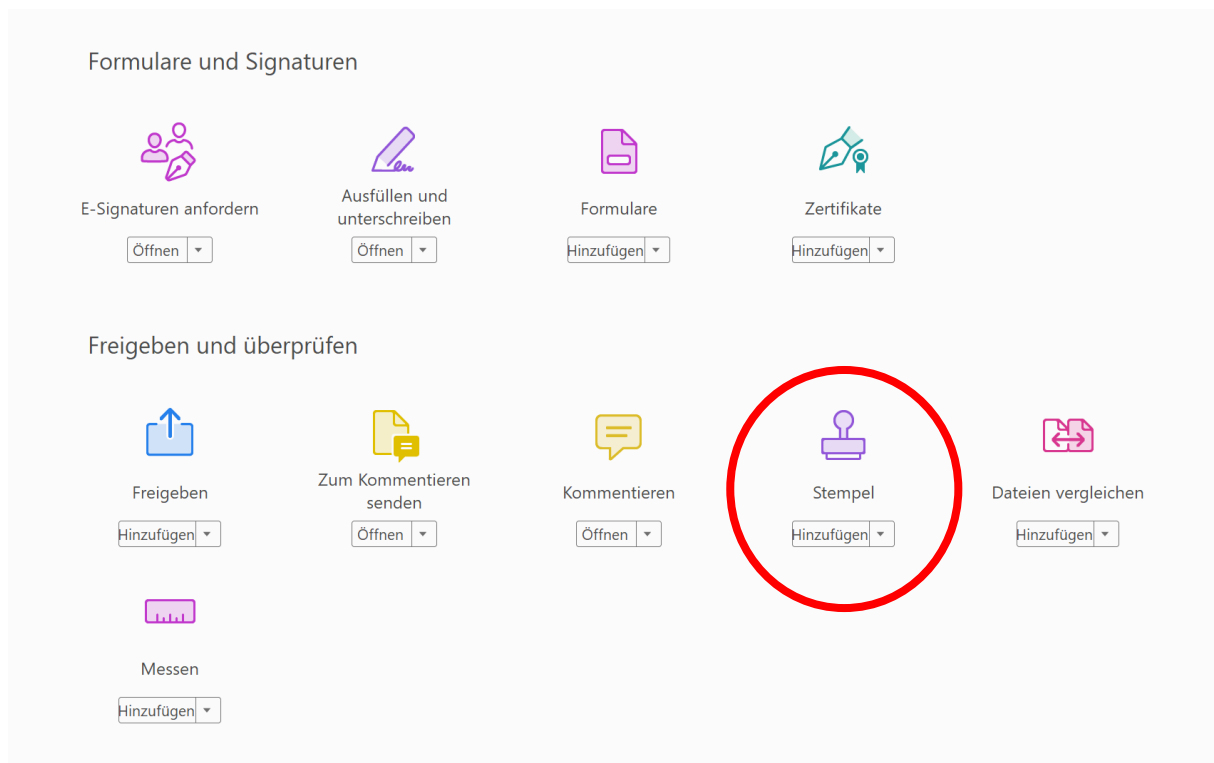


Appendix "Financial release process"

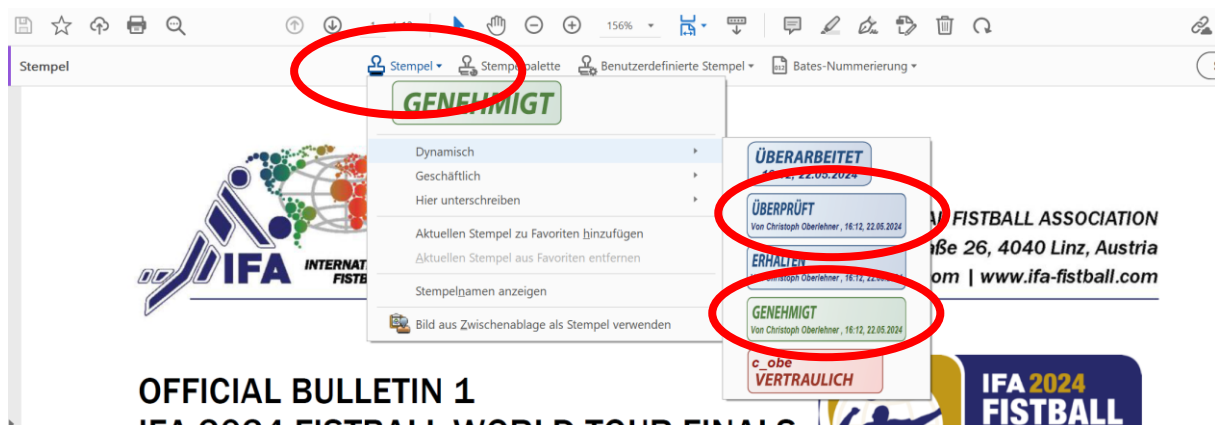
1. Invoice will be sent to rechnung@fistball.sport
2. Division manager approves the RE on the pdf invoice by stamping in Adobe Reader and confirms correctness
3. Division manager sends to rechnung@fistball.sport for referral
4. CO carries out transfer
5. Save the released RE under Finances/Invoices.
File name: internal RE no. (starting with E001) and to whom RE was paid, e.g. E001_xxx.pdf
6. CO saves transfer confirmation in the invoice folder under E001_ÜB

Add stamp:

Adobe Reader in the toolbar on the right under "More tools" and select Stamp under "Share and review":



A new menu bar is then visible and under "Stamp" and "Stamp dynamic", insert the stamp with Reviewed and the timestamp as well as the stamp Approved with timestamp on the document.



This is how it should look when finished:

