

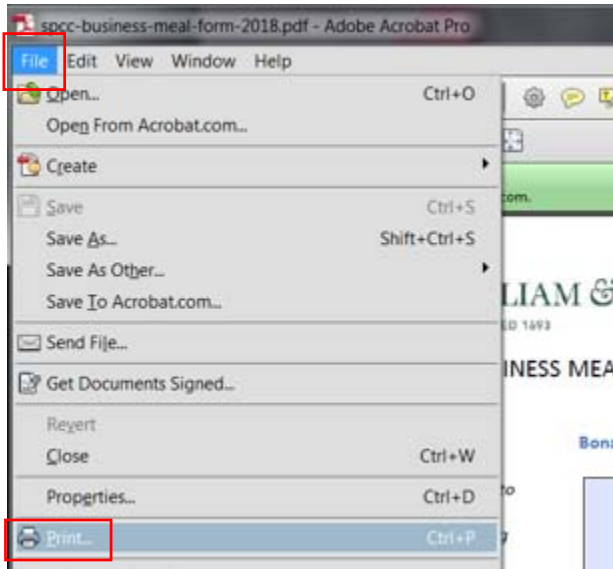
Uploading Fillable Forms to Works

Example: SPCC Business Meal form

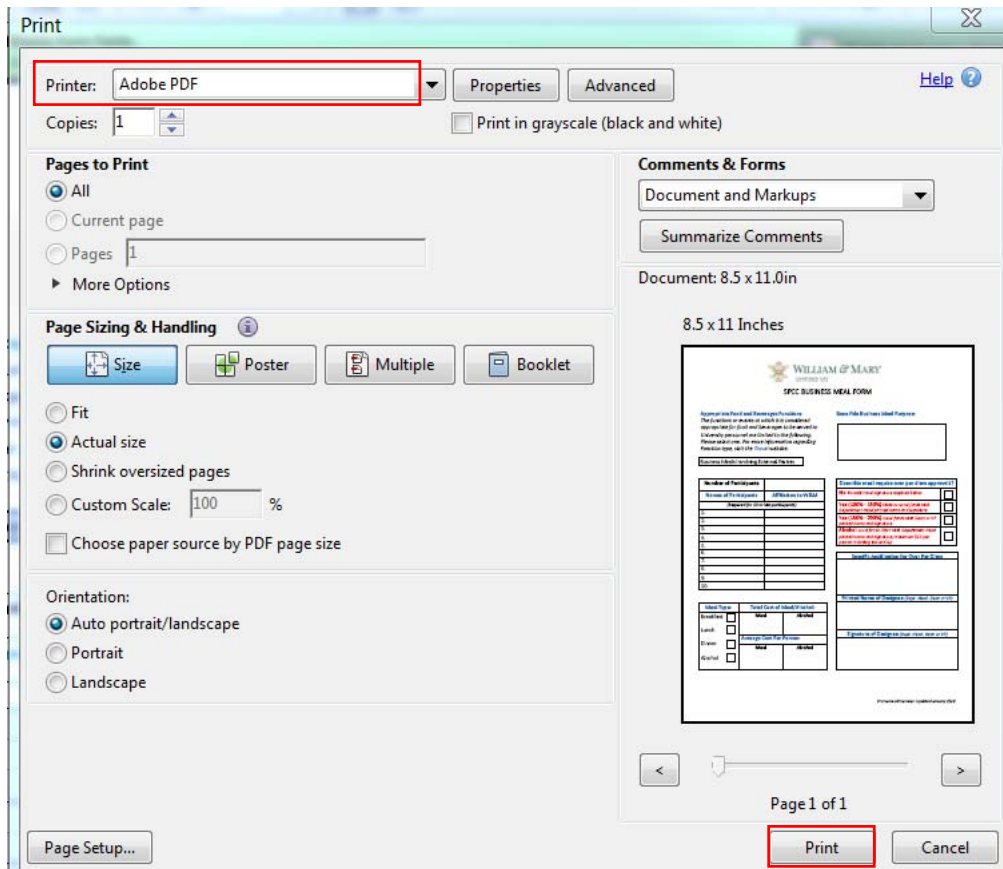
Instead of selecting “File, Save As” to save the SPCC Business Meal Form, use “File, Print to PDF”

The Business Meal Form will not appear blank when uploaded into Works and will also fall within size guidelines for receipt attachments

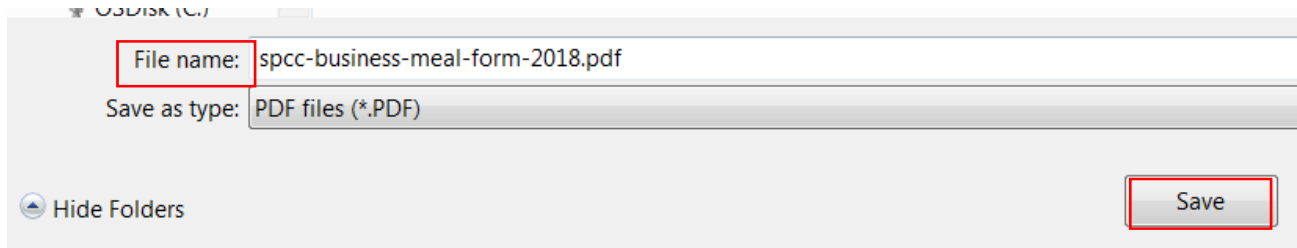
1. Once you have finished filling out the form, Click File, Print



2. Use the drop down arrow to change the Printer to Adobe PDF, then click Print



3. Change the file name if needed and then Click Save:



4. The form will no longer be a fillable form and will not appear blank when uploaded into Works. It will also fall within size guidelines for acceptable receipt attachments.