How has SFSU benefited from electronic signatures?

608 DocuSign transactions were sent out since January.

77% of the 407 DocuSign transactions were completed within a day.

Over 3,600 pages of paper were saved since January.

Most Active DocuSign Departments or Areas!

Within Administration & Finance:
1. Housing, Dining, and Conference Services
2. Fiscal Affairs
3. Human Resources

Outside of Administration & Finance:
1. University Advancement
2. Tiburon Center
3. Student Affairs & Enrollment Management

Available DocuSign Templates:
1. Alcohol Clearance Form (Enterprise Risk Management)
2. Chartfield Value Request Form (Fiscal Affairs)
3. Campus Marketplace Enrollment Form (Procurement)
4. Dock Notice (Human Resources)
5. Employment Verification Request (Human Resources)
6. External Advertisement Approval Form (Human Resources)
7. Leave of Absence Request Form (Human Resources)
8. PO Cancellation / Change Request Form (Procurement)
9. Recommendation to Hire Form (Human Resources)
10. Recruitment Request Form (Human Resources)
11. Trust Fund Agreement (Fiscal Affairs)
12. Work Schedule (Human Resources)

More coming soon!

For questions about DocuSign, email Quality Assurance at qateam@sfsu.edu or visit docusign.sfsu.edu