How has SFSU benefited from electronic signatures?

- **2,137** DocuSign transactions were created since January.
- **870** DocuSign transactions were completed within two days.
- **Over 12,000** pages of paper have been saved so far.

### 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. Outside Employment Disclosure Form (Human Resources)
9. PO Cancellation / Change Request Form (Procurement)
10. Request to Participate in FERP (Faculty Affairs)
11. Recommendation to Hire Form (Human Resources)
12. Recruitment Request Form (Human Resources)
13. Trust Fund Agreement (Fiscal Affairs)
14. Work Schedule (Human Resources)

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