How has SFSU benefited from electronic signatures?

**Highlights**

DocuSign transactions were created since program launch. 7,328

DocuSign transactions were completed within two days. 2,345

Over 38,000 pages of paper have been saved so far.

**Units that have sent out most envelopes this summer:**

**Within Administration & Finance:**

1. Fiscal Affairs
2. Facilities Services
3. Housing, Dining, and Conference Services

**Outside of Administration & Finance:**

1. Division of Student Affairs
2. College of Liberal & Creative Arts
3. Office of Research and Sponsored Program

**With 68 approved campus forms for DocuSign use, these templates will be available in September:**

1. Business Expense Reimbursement Form (Fiscal Affairs)
2. CSU Application Fee Reimbursement (Human Resources)
3. Difference in Pay Application (Faculty Affairs)
4. Direct Payment Request (Procurement)
5. Fee Waiver Application—Change of Course (Human Resources)
6. Fee Waiver Application—Dependent (Human Resources)
7. Fee Waiver Application—Employee (Human Resources)
8. Hospitality Reimbursement Request (Fiscal Affairs)
9. Individual Career Development Plan (Human Resources)
10. Sabbatical Leave Application (Faculty Affairs)

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