

1. Click on the Business Card Form Link. It will open this screen below. Please fill out the document and click one of the two options at the bottom of the form. If you click "Send this PDF to yourself in an email" then the PDF will be sent in an email to you. Please find it in your Outlook and download it. If you click on the "Download the PDF directly" then you will be given the option to download the PDF to your desktop.

HSA Business Cards Requests Form

* Preferred Name Degree

Job Title Title2

Office Phone # * Department

Cell Number * Division

Fax Number * SubDivision

Email * Programs

Office Address Floor

Send this PDF to yourself in an email Download the PDF directly

2. Open a new 046 Supplies & Services Request Form on Microsoft SharePoint. Please fill out the following sections to the best of your ability.

What type of request would you like to make?

Request Type
Supplies Only

Please, very briefly, describe your request.

For example: I would like to move my desk, or I want to order office supplies.

Does this request require electrical work or does the requested item need to be plugged in?

Electrical work includes services such as repairing heating equipment which will require approval from an engineer.

Your information

Please enter your email What is your worker #?

What program are you in? What is your work phone number?

Please tell us more about this request

Specific Instructions or Details
* (This field is required)

Comments or Justification for the above requested items/services
Business justification for the above requested items/services. This field is required for furniture and service requests, optional for general office supply requests.

Approvals

Your request must be approved by your supervisor, and in some cases, your Program Director. Please enter their email below. (Example: john.smith@sfgov.org)

Your Supervisor

Your Program Director

Delivery Details

What is the urgency of this request?

Who should we contact for this request?

What is their phone number?


What is their building?

What is their floor?

Delivery location and instructions:
Please provide us additional details regarding the delivery location or specific instruction to better help our staff locate and serve you. For example, your room, suite, or cubicle number.

3. In the following section, please attach the PDF created from step 1. Click on “Click here to attach a file”. Then click “Browse...” and find the PDF file you saved. Then click “Attach”.

Do you have any documents to attach?

 Click here to attach a file

4. Click submit form, after the request is approved by your manager, the HSA Supply room will fulfill your request.

You're all done!

After reviewing all of your information please click the "Submit Form" button below.

Submit Form