

File No. 240680

Committee Item No. 11

Board Item No. 20

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date July 24, 2024

Board of Supervisors Meeting Date July 30, 2024

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OTHER (Use back side if additional space is needed)

- Consolidated Invoices Documentation
- DPH Gift Acknowledgement 5/21/2014
- Health Commission Resolution No. 23-09 9/19/2023
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- DPH Statement on Retroactivity 7/18/2024
- DPH Presentation 7/24/2024
- _____
- _____
- _____
- _____
- _____

Completed by: Brent Jalipa Date July 18, 2024

Completed by: Brent Jalipa Date July 25, 2024

1 [Accept and Expend In-Kind Gift - Retroactive - San Francisco Public Health Foundation -
2 Supplies for Primary Care Division - \$57,264.40]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend an in-kind gift of supplies valued in the amount of \$57,264.40 from the San**
5 **Francisco Public Health Foundation, in support of the Primary Care Division of the**
6 **Department of Public Health, for the period of July 1, 2022, to June 30, 2023.**

7

8 WHEREAS, The San Francisco Public Health Foundation (SFPHF) has donated to the
9 Primary Care (PC) division of the Department of Public Health (DPH) an in-kind gift of
10 supplies valued in the amount of \$57,264.40 in support of the Department of Public Health
11 (DPH); and

12 WHEREAS, The SFPHF had gifted the in-kind gift for the fiscal period of July 1, 2022,
13 to June 30, 2023, and the in-kind gift was delivered for PC's use during this period; and

14 WHEREAS, The accept and expend was not done timely, due to the memorandum of
15 understanding between DPH and the SFPHF being executed on November 1, 2023; and

16 WHEREAS, Annual reporting to the Board of Supervisors was not made per
17 Administrative Code, Section 10.100-305; now, therefore, be it

18 RESOLVED, That the Board of Supervisors approves the in-kind gift, and authorizes
19 DPH to retroactively accept and expend an in-kind gift of supplies valued in the amount of
20 \$57,264.40 donated by the SFPHF; and, be it

21 FURTHER RESOLVED, That the proceeds of the in-kind gift by the SFPHF will be
22 accepted and expended consistent with the San Francisco Administrative Code sections
23 governing the acceptance of gifts to the City and County of San Francisco, including the
24 Administrative Code, Section 10.100-201; and, be it

25

1 FURTHER RESOLVED, That the Board of Supervisors extends its gratitude to the
2 SFPHF for the generous in-kind gift to the City and County of San Francisco in support of
3 DPH.

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1 Recommended:
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3 _____/s/_____

Approved: _____/s/_____
Mayor

4 Dr. Grant Colfax
5 Director of Health

Approved: _____/s/_____
Controller

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File Number: 240680
(Provided by Clerk of Board of Supervisors)

Gift Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend gift funds.

The following describes the gift referred to in the accompanying resolution:

- 1. Gift Title: **San Francisco Public Health Foundation Fiscal Year 2023**
- 2. Department: **Department of Public Health**
- 3. Contact Person: **Drew Murrell** Telephone: **415-554-7647**
- 4. Gift Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Gift Funding Approved or Applied for:

Fiscal Year 2022-23:
In-kind Donation to Primary Care Kids Dental: \$57,264.40

6a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable): **N.A.**

7a. Gift Source Agency: **San Francisco Public Health Foundation**
b. Gift Pass-Through Agency (if applicable): **N.A.**

8. Proposed Gift Project Summary: **The Department of Public Health (DPH) entered into a memorandum of understanding with the San Francisco Public Health Foundation (SFPHF) on November 1, 2023, to provide funding for DPH programs, services and operations. SFPHF obtained supplies for the Primary Care Kids Dental division.**

9. Gift Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **July 1, 2022** End-Date: **June 30, 2023**

10a. Amount budgeted for contractual services: **\$0**

- b. Will contractual services be put out to bid? **N.A.**
- c. If so, will contract services help to further the goals of the Department’s Local Business Enterprise (LBE) requirements? **N.A.**
- d. Is this likely to be a one-time or ongoing request for contracting out? **N.A.**

11a. Does the budget include indirect costs? Yes No

- b1. If yes, how much? \$ **N.A.**
- b2. How was the amount calculated? **N.A.**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of gift funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **5% of Direct Costs**

12. Any other significant gift requirements or comments:

The gift does not require an ASO amendment.

The gift is an in-kind donation.

We respectfully request for approval to accept and expend these funds retroactive to July 1, 2022. The Department entered into the memorandum of understanding on November 1, 2023.

The donor is a Private entity

Project Description: San Francisco Public Health Foundation Gifts

Project ID: 10040925

Proposal ID: CTR00004022

Fund ID: 14820

Version ID: V101

Authority ID: 10001

Activity ID: 0001

****Disability Access Checklist***(Department must forward a copy of all completed Gift Information Forms to the Mayor’s Office of Disability)**

13. This Gift is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor’s Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor’s Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor’s Office of Disability Reviewer:

Toni Rucker, PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 5/21/2024 | 5:13 PM PDT

DocuSigned by:
Tracy Burris
AD9153BE545A46E...
(Signature Required)

Department Head or Designee Approval of Gift Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 5/23/2024 | 1:57 PM PDT

DocuSigned by:
Jenny Louie
40CFE25DD8B4464...
(Signature Required)
Jenny Louie, CFO for

San Francisco Public Health Foundation Gift: Supplies for Primary Care Kids Dental Division

BOS Budget & Finance Committee

Helen Yu, Interim Director of Dental Services

July 24, 2024



SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH

Overview of Gift



San Francisco Public Health Foundation - Supplies for Primary Care Kids Dental Division:

- **Gift Summary:** In-kind donation to support dental screenings for Kindergarten students at SFUSD
- **Gift Source:** San Francisco Public Health Foundation
- **Amount:** \$57,264.40
- **Timeline:** July 1, 2022- June 30, 2023
- **Gift Details:**
 - **Dental supplies:** Toothbrushes, floss, toothpaste, etc.
 - **Incentives** for teachers and school nurses (water bottles, toothbrushes, etc.)
 - **Equipment:** Dental loupes (magnification lenses) with built-in illumination for enhanced visualization and increased efficiency

Conclusion



We are seeking **retroactive authorization** to accept this grant.

- Approval of this gift is retroactive due to establishment and approvals of Memorandum of Understanding (MOU) with the SF Public Health Foundation (SFPHF).
- DPH developed and signed a Memorandum of Understanding (MOU) with the SF Public Health Foundation (SFPHF) in early 2023.
- BoS then approved this MOU with SFPHF as part of FY 23/24 budget (File No. 230673). The MOU was finally executed on November 1, 2023.
- Once MOU was executed, DPH brought this item to the BOS after going through the fiscal approvals process, including Controller's Office review and approval.

DPH respectfully requests approval of this item. Thank you!

SFPHF Donations FY23	Amounts
Burst - Dental supplies (floss and toothbrushes - additional order)	\$4,900.00
Burst - Dental supplies (floss and toothbrushes)	\$9,800.00
Cocofloss - Dental supplies (cocofloss minis, big kahuna bundle)	\$2,156.21
Yeti - Custom Water Bottles for SFDPH Dental	\$5,702.81
Orascope - Equipment for Kid's Dental Program: Dental Screening loupes and light	\$8,498.00
Orascope - Equipment for Kid's Dental Program	\$8,138.00
Amazon - Supplies (including Amazon Gift Cards)	\$1,671.83
Amazon - Supplies	\$231.47
VistaPrint - Supplies (Custom SFDPH Dental Banners, business cards, postcards)	\$701.11
SmileMakers - Dental Supplies for Kid's Dental Program	\$11,479.26
Amazon - Supplies for kinder screenings	\$2,393.44
Amazon - Supplies for kinder screenings	\$102.05
Office Depot - Supplies for kinder screenings	\$441.19
Henry Schein - Supplies for kinder screenings	\$1,049.03
Total	\$57,264.40

San Francisco Department of Public Health (SFDPH)
San Francisco Public Health Foundation FY 23

BUDGET JUSTIFICATION
July 1, 2022, to June 30, 2023

A. PERSONNEL

B. MANDATORY FRINGE

TOTAL PERSONNEL: **\$0**

C. TRAVEL **\$0**

D. EQUIPMENT **\$0**

E. SUPPLIES **\$57,264.40**

F. CONTRACTUAL **\$0**

G. OTHER **\$0**

TOTAL DIRECT COSTS **\$57,264.40**

H. INDIRECT COSTS **\$0**

TOTAL BUDGET: **\$57,264.40**

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

\$1,869.43	-Apr charge
\$32.47	-Apr charge
\$36.92	-Mar charge
\$65.13	-Mar charge
\$198.59	-Apr charge
\$325.50	-Apr charge

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 3/20/2023

Name of Payee: Amazon Phone: _____

Address: _____

Amount Requested: \$ 2,528.04 Date Needed: _____

Requested by: Mercedes Waters Phone: _____

Address: _____

Purpose of Request: Supplies for kinder screenings

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$ 2,528.04
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 2,528.04

Project Director or designee DocuSigned by:
Mercedes Waters
027F84B7DCCC47E... Date: 3/20/2023

2nd Signature DocuSigned by:
Claudia Lam
91D878CACEE740D Date: 3/21/2023

(Second signature is required for requests of \$1,000 or more.)

	A	B	C
1	Item	Quantity	Amazon Link (amazon.com)
2	Plastic Storage Small	6	https://www.amazon.com/Detachable-Multipurpose-Stackab
3	Rolling Laptop Bag	3	https://www.amazon.com/AmazonBasics-Rolling-Laptop-Con
4	Special Needs toothbrush pack	7	https://www.amazon.com/SUPVOX-Toothbrush-Replaceable-
5	Toosh shaped patient mirrors	3	https://www.amazon.com/Handheld-Mirrors-Plastic-Bathroom
6	Stickers Toothbrush	20	https://www.amazon.com/SmileMakers-Glitter-Teeth-Sticker
7	Rolling Supply Cart	2	https://www.amazon.com/dbest-products-Collapsible-Teache
8	Tooth Sticker	20	https://www.amazon.com/Tooth-Emoji-Stickers-Prizes-Pack/
9	Printer Labels	10	https://www.amazon.com/Avery-Durable-White-Labels-Printe
10	Stickers Toothbrush	20	https://www.amazon.com/SmileMakers-Just-Varnished-Teeth
11	Expanding folders	10	https://www.amazon.com/FANWU-Expanding-Organizer-Exp
12	Tooth Plush	1	https://www.amazon.com/StarSmilez-Tooth-Brushing-Buddy-
13	Toothbrush cap	10	https://www.amazon.com/Dahszhi-Toothbrush-Covers-Prote
14	Small organizer plastic	1	https://www.amazon.com/Lawei-Pack-Plastic-Jewelry-Box/dj
15	Stress plush	2	https://www.amazon.com/Squishy-Monster-Shaped-Squeeze
16	White board	1	https://www.amazon.com/Self-Adhesive-White-Board-Paper/
17	White board	1	https://www.amazon.com/XBoard-Double-Sided-Magnetic-Er
18	Folding dolly	3	https://www.amazon.com/FCH-Folding-Aluminum-Portable-C
19	Extension	3	https://www.amazon.com/Outdoor-Extension-Waterproof-Fl
20	Protector	3	https://www.amazon.com/GE-Outlet-Protector-Extension-14
21	Subtotal:	\$	2,306.71
22	Tax:	\$	200.92
23	Shipping	\$	22.99
24	Coupon Savings	\$	(2.58)
25	Total:	\$	2,528.04



Details for Order #114-4973590-7335454

[Print this page for your records.](#)

Order Placed: March 20, 2023

Amazon.com order number: 114-4973590-7335454

Order Total: \$1,869.43

Not Yet Shipped

Items Ordered	Price
7 of: <i>SUPVOX 7pcs Three Sided Toothbrush Replaceable Dual Brush Head Special Needs Toothbrush toothhugger Toothbrush Soft Bristle Toothbrush for Adult (4 Replace brish Heads)</i> Sold by: ICHOICE (seller profile) Condition: New	\$14.59
2 of: <i>dbest products Quik Cart Collapsible Rolling Crate on Wheels for Teachers Tote Basket, 80 lbs Capacity, Blue Lid Made from Heavy Duty Plastic and used as a Seat</i> Sold by: Amazon.com Services LLC Condition: New	\$51.60
3 of: <i>FCH Folding Hand Truck Aluminum Portable Folding Hand Cart 165lbs Capacity Hand Cart and Dolly Ideal for Home, Auto, Office, Travel Use, Black</i> Sold by: FCH-Direct (seller profile) Condition: New	\$51.99
10 of: <i>Avery Durable White Cover Up ID Labels for Laser Printers, 2" x 2.625", Pack of 750 (6578)</i> Sold by: Amazon.com Services LLC Condition: New	\$41.45
20 of: <i>Tooth Emoji Stickers - Prizes and Giveaways - 100 per Pack</i> Sold by: Moose County Merchants (seller profile) Product question? Ask Seller Condition: New	\$9.98
3 of: <i>Amazon Basics Rolling Laptop Case</i> Sold by: Amazon.com Services LLC Condition: New	\$69.95
3 of: <i>25 Feet Outdoor Extension Cord Waterproof Deep Black 16 AWG 3 Prong, Flexible Long Wires Perfect for Home or Office Use, UL Listed</i> Sold by: Addlon Lighting (seller profile) Condition: New	\$14.99
1 of: <i>StarSmilez Kids Toothbrush Finn Fish Plush Dental Education Tool Teach Kids Brushing and flossing</i> Sold by: StarSmilez (seller profile) Condition: New	\$29.88
10 of: <i>FANWU 4 Pack Plastic Expanding File Wallet Document Organizer with Elastic Cord & Button Closure, Letter Size, 3.5" Expansion, Poly A4 Expandable File Folder for School Office Home Organization</i> Sold by: Warm-light (seller profile) Condition: New	\$19.99
3 of: <i>GE 6-Outlet Surge Protector, 10 Ft Extension Cord, Power Strip, 800 Joules, Flat Plug, Twist-to-Close Safety Covers, UL Listed, White, 14092</i> Sold by: Amazon.com Services LLC Condition: New	\$13.99
6 of: <i>Citylife 17 QT Plastic Storage Bins with 6 Detachable Inserts Clear Storage Box with Lids Multipurpose Stackable Storage Containers for Organizing Tool, Craft, Lego, Crayon</i> Sold by: Citylife int (seller profile) Condition: New	\$31.97

Condition: New

1 of: *Self Adhesive White Board Paper - Dry Erase Wall Stickers Roll 17.7" x 78.7" (6.5 Feet) Message Board Wallpaper Decal for School/Office/Home/Kid/Art/Decoration, Safe for Adults & Kids with 4 Markers* \$9.59

Sold by: Berg Steinbeck ([seller profile](#))

Condition: New

1 of: *Lawei 15 Pack Plastic Jewelry Box - 15 Grid Organizer Storage Box with Adjustable Dividers Plastic Compartment Container for Bead Jewelry Craft Tackles* \$19.99

Sold by: Lawei ([seller profile](#))

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 2282

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Item(s) Subtotal: \$1,723.37

Shipping & Handling: \$0.00

Your Coupon Savings: -\$2.58

Total before tax: \$1,720.79

Estimated tax to be collected: \$148.64

Grand Total: \$1,869.43

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Details for Order #114-7563866-3065028

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Order Placed: March 20, 2023

Amazon.com order number: 114-7563866-3065028

Order Total: \$32.47

Not Yet Shipped

Items Ordered

Price

1 of: *XBoard Magnetic Dry Erase Board/Whiteboard, 36 X 24 Inches, Double Sided White Board, 1 Dry Eraser & 3 Dry Erase Markers & 4 Push Pin Magnets* \$29.89

Sold by: XBoard ([seller profile](#))

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 2282

Item(s) Subtotal: \$29.89

Shipping & Handling: \$0.00

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Total before tax: \$29.89

Estimated tax to be collected: \$2.58

Grand Total: \$32.47

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Details for Order #114-6347651-8732213

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Order Placed: March 20, 2023

Amazon.com order number: 114-6347651-8732213

Order Total: \$36.92

Not Yet Shipped

Items Ordered	Price
2 of: <i>Funny Cute Squishy Snow Monster-Shaped Ball, Fidget Toys, Stress Relief Squeeze Ball Stress Toys for Kids and Adults, Sensory Toys for Autism, Anxiety (3 Colors Blue, Light Blue, Pink)</i>	\$16.99
Sold by: EZ check out (seller profile)	
Condition: New	

Shipping Address: Mercedes Waters ATTN DENTAL SCHOOL-BASED 1525 SILVER AVE SAN FRANCISCO, CA 94134-1229 United States
Shipping Speed: Standard Shipping

Payment information

Payment Method: Visa Last digits: 2282	Item(s) Subtotal: \$33.98
	Shipping & Handling: \$0.00

Billing address Anastasija Petrosova 1 HALLIDIE PLZ STE 808 SAN FRANCISCO, CA 94102-2817 United States	Total before tax: \$33.98
	Estimated tax to be collected: \$2.94

	Grand Total: \$36.92

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Details for Order #114-7477455-9265011

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Order Placed: March 20, 2023

Amazon.com order number: 114-7477455-9265011

Order Total: \$65.13

Not Yet Shipped	
Items Ordered	Price
3 of: <i>DenFactory 6pcs Cute Tooth Shaped Handle Dental Mirror Tool Unbreakable Patient Hand Mirror Plastic Glass Makeup Mirror</i>	
Sold by: DenFactory (seller profile)	
Condition: New	
Shipping Address: Mercedes Waters ATTN DENTAL SCHOOL-BASED 1525 SILVER AVE SAN FRANCISCO, CA 94134-1229 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: Visa Last digits: 2282	Item(s) Subtotal: \$59.97
Billing address Anastasija Petrosova 1 HALLIDIE PLZ STE 808 SAN FRANCISCO, CA 94102-2817 United States	Shipping & Handling: \$0.00 ----- Total before tax: \$59.97 Estimated tax to be collected: \$5.16 ----- Grand Total: \$65.13

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Details for Order #114-5188427-7355413

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Order Placed: March 20, 2023

Amazon.com order number: 114-5188427-7355413

Order Total: \$198.59

Not Yet Shipped

Items Ordered

	Price
20 of: <i>SmileMakers Just Varnished My Teeth Stickers - Prizes and Giveaways - 100 per Pack</i>	\$7.99

Sold by: SmileMakers Inc ([seller profile](#))

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 2282

Item(s) Subtotal: \$159.80

Shipping & Handling: \$22.99

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Total before tax: \$182.79

Estimated tax to be collected: \$15.80

Grand Total: \$198.59

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Details for Order #114-3194726-1297030

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Order Placed: March 20, 2023

Amazon.com order number: 114-3194726-1297030

Order Total: \$325.50

Not Yet Shipped

Items Ordered

Price

10 of: *Dahszhi 50Pcs Toothbrush Cap Covers Toothbrush Head Protector Case for Travel or Home, Blue* \$9.99

Sold by: Dylan.F ([seller profile](#))

Condition: New

20 of: *SmileMakers Glitter Teeth Stickers - Prizes and Giveaways - 75 per Pack* \$9.99

Sold by: Kaizen8 ([seller profile](#)) |

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 2282

Item(s) Subtotal: \$299.70

Shipping & Handling: \$0.00

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Total before tax: \$299.70

Estimated tax to be collected: \$25.80

Grand Total: \$325.50

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Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

\$1,869.43 -Apr charge
 \$32.47 -Apr charge
 \$36.92 -Mar charge
 \$65.13 -Mar charge
 \$198.59 -Apr charge
 \$325.50 -Apr charge
 \$292.95
 \$325.50 - Feb

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 3/20/2023
 Name of Payee: Amazon Phone: _____
 Address: _____

 Amount Requested: \$ 2,528.04 Date Needed: _____
 Requested by: Mercedes Waters Phone: _____
 Address: _____

 Purpose of Request: Supplies for kinder screenings

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$ 2,528.04
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 2,528.04

Project Director or designee Mercedes Waters Date: 3/20/2023
DocuSigned by: Mercedes Waters 027F84B7DCCC47E...
 2nd Signature Claudia Lam Date: 3/21/2023
DocuSigned by: Claudia Lam 91D878CACEE740D

(Second signature is required for requests of \$1,000 or more.)

	A	B	C
1	Item	Quantity	Amazon Link (amazon.com)
2	Plastic Storage Small	6	https://www.amazon.com/Detachable-Multipurpose-Stackab
3	Rolling Laptop Bag	3	https://www.amazon.com/AmazonBasics-Rolling-Laptop-Con
4	Special Needs toothbrush pack	7	https://www.amazon.com/SUPVOX-Toothbrush-Replaceable-
5	Toosh shaped patient mirrors	3	https://www.amazon.com/Handheld-Mirrors-Plastic-Bathroom
6	Stickers Toothbrush	20	https://www.amazon.com/SmileMakers-Glitter-Teeth-Sticker
7	Rolling Supply Cart	2	https://www.amazon.com/dbest-products-Collapsible-Teache
8	Tooth Sticker	20	https://www.amazon.com/Tooth-Emoji-Stickers-Prizes-Pack/
9	Printer Labels	10	https://www.amazon.com/Avery-Durable-White-Labels-Printe
10	Stickers Toothbrush	20	https://www.amazon.com/SmileMakers-Just-Varnished-Teeth
11	Expanding folders	10	https://www.amazon.com/FANWU-Expanding-Organizer-Exp
12	Tooth Plush	1	https://www.amazon.com/StarSmilez-Tooth-Brushing-Buddy-
13	Toothbrush cap	10	https://www.amazon.com/Dahszhi-Toothbrush-Covers-Prote
14	Small organizer plastic	1	https://www.amazon.com/Lawei-Pack-Plastic-Jewelry-Box/dj
15	Stress plush	2	https://www.amazon.com/Squishy-Monster-Shaped-Squeeze-
16	White board	1	https://www.amazon.com/Self-Adhesive-White-Board-Paper/
17	White board	1	https://www.amazon.com/XBoard-Double-Sided-Magnetic-Er
18	Folding dolly	3	https://www.amazon.com/FCH-Folding-Aluminum-Portable-C
19	Extension	3	https://www.amazon.com/Outdoor-Extension-Waterproof-Fl
20	Protector	3	https://www.amazon.com/GE-Outlet-Protector-Extension-14
21	Subtotal:		\$ 2,306.71
22	Tax:		\$ 200.92
23	Shipping		\$ 22.99
24	Coupon Savings		\$ (2.58)
25	Total:		\$ 2,528.04



Details for Order #114-4973590-7335454

[Print this page for your records.](#)

Order Placed: March 20, 2023

Amazon.com order number: 114-4973590-7335454

Order Total: \$1,869.43

Not Yet Shipped

Items Ordered	Price
7 of: <i>SUPVOX 7pcs Three Sided Toothbrush Replaceable Dual Brush Head Special Needs Toothbrush toothhugger Toothbrush Soft Bristle Toothbrush for Adult (4 Replace brish Heads)</i> Sold by: ICHOICE (seller profile) Condition: New	\$14.59
2 of: <i>dbest products Quik Cart Collapsible Rolling Crate on Wheels for Teachers Tote Basket, 80 lbs Capacity, Blue Lid Made from Heavy Duty Plastic and used as a Seat</i> Sold by: Amazon.com Services LLC Condition: New	\$51.60
3 of: <i>FCH Folding Hand Truck Aluminum Portable Folding Hand Cart 165lbs Capacity Hand Cart and Dolly Ideal for Home, Auto, Office, Travel Use, Black</i> Sold by: FCH-Direct (seller profile) Condition: New	\$51.99
10 of: <i>Avery Durable White Cover Up ID Labels for Laser Printers, 2" x 2.625", Pack of 750 (6578)</i> Sold by: Amazon.com Services LLC Condition: New	\$41.45
20 of: <i>Tooth Emoji Stickers - Prizes and Giveaways - 100 per Pack</i> Sold by: Moose County Merchants (seller profile) Product question? Ask Seller Condition: New	\$9.98
3 of: <i>Amazon Basics Rolling Laptop Case</i> Sold by: Amazon.com Services LLC Condition: New	\$69.95
3 of: <i>25 Feet Outdoor Extension Cord Waterproof Deep Black 16 AWG 3 Prong, Flexible Long Wires Perfect for Home or Office Use, UL Listed</i> Sold by: Addlon Lighting (seller profile) Condition: New	\$14.99
1 of: <i>StarSmilez Kids Toothbrush Finn Fish Plush Dental Education Tool Teach Kids Brushing and flossing</i> Sold by: StarSmilez (seller profile) Condition: New	\$29.88
10 of: <i>FANWU 4 Pack Plastic Expanding File Wallet Document Organizer with Elastic Cord & Button Closure, Letter Size, 3.5" Expansion, Poly A4 Expandable File Folder for School Office Home Organization</i> Sold by: Warm-light (seller profile) Condition: New	\$19.99
3 of: <i>GE 6-Outlet Surge Protector, 10 Ft Extension Cord, Power Strip, 800 Joules, Flat Plug, Twist-to-Close Safety Covers, UL Listed, White, 14092</i> Sold by: Amazon.com Services LLC Condition: New	\$13.99
6 of: <i>Citylife 17 QT Plastic Storage Bins with 6 Detachable Inserts Clear Storage Box with Lids Multipurpose Stackable Storage Containers for Organizing Tool, Craft, Lego, Crayon</i> Sold by: Citylife int (seller profile) Condition: New	\$31.97

Condition: New

1 of: *Self Adhesive White Board Paper - Dry Erase Wall Stickers Roll 17.7" x 78.7" (6.5 Feet) Message Board Wallpaper Decal for School/Office/Home/Kid/Art/Decoration, Safe for Adults & Kids with 4 Markers* \$9.59

Sold by: Berg Steinbeck ([seller profile](#))

Condition: New

1 of: *Lawei 15 Pack Plastic Jewelry Box - 15 Grid Organizer Storage Box with Adjustable Dividers Plastic Compartment Container for Bead Jewelry Craft Tackles* \$19.99

Sold by: Lawei ([seller profile](#))

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 2282

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Item(s) Subtotal: \$1,723.37

Shipping & Handling: \$0.00

Your Coupon Savings: -\$2.58

Total before tax: \$1,720.79

Estimated tax to be collected: \$148.64

Grand Total: \$1,869.43

To view the status of your order, return to [Order Summary](#).

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Details for Order #114-7563866-3065028

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Order Placed: March 20, 2023

Amazon.com order number: 114-7563866-3065028

Order Total: \$32.47

Not Yet Shipped

Items Ordered

Price

1 of: *XBoard Magnetic Dry Erase Board/Whiteboard, 36 X 24 Inches, Double Sided White Board, 1 Dry Eraser & 3 Dry Erase Markers & 4 Push Pin Magnets* \$29.89

Sold by: XBoard ([seller profile](#))

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 2282

Item(s) Subtotal: \$29.89

Shipping & Handling: \$0.00

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Total before tax: \$29.89

Estimated tax to be collected: \$2.58

Grand Total: \$32.47

To view the status of your order, return to [Order Summary](#).

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Details for Order #114-6347651-8732213

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Order Placed: March 20, 2023

Amazon.com order number: 114-6347651-8732213

Order Total: \$36.92

Not Yet Shipped

Items Ordered	Price
2 of: <i>Funny Cute Squishy Snow Monster-Shaped Ball, Fidget Toys, Stress Relief Squeeze Ball Stress Toys for Kids and Adults, Sensory Toys for Autism, Anxiety (3 Colors Blue, Light Blue, Pink)</i>	\$16.99
Sold by: EZ check out (seller profile)	
Condition: New	

Shipping Address: Mercedes Waters ATTN DENTAL SCHOOL-BASED 1525 SILVER AVE SAN FRANCISCO, CA 94134-1229 United States
Shipping Speed: Standard Shipping

Payment information

Payment Method: Visa Last digits: 2282	Item(s) Subtotal: \$33.98
	Shipping & Handling: \$0.00

Billing address Anastasija Petrosova 1 HALLIDIE PLZ STE 808 SAN FRANCISCO, CA 94102-2817 United States	Total before tax: \$33.98
	Estimated tax to be collected: \$2.94

	Grand Total: \$36.92

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Details for Order #114-7477455-9265011

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Order Placed: March 20, 2023

Amazon.com order number: 114-7477455-9265011

Order Total: \$65.13

Not Yet Shipped	
Items Ordered	Price
3 of: <i>DenFactory 6pcs Cute Tooth Shaped Handle Dental Mirror Tool Unbreakable Patient Hand Mirror Plastic Glass Makeup Mirror</i>	
Sold by: DenFactory (seller profile)	
Condition: New	
Shipping Address: Mercedes Waters ATTN DENTAL SCHOOL-BASED 1525 SILVER AVE SAN FRANCISCO, CA 94134-1229 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: Visa Last digits: 2282	Item(s) Subtotal: \$59.97
Billing address Anastasija Petrosova 1 HALLIDIE PLZ STE 808 SAN FRANCISCO, CA 94102-2817 United States	Shipping & Handling: \$0.00 ----- Total before tax: \$59.97 Estimated tax to be collected: \$5.16 ----- Grand Total: \$65.13

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Details for Order #114-5188427-7355413

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Order Placed: March 20, 2023

Amazon.com order number: 114-5188427-7355413

Order Total: \$198.59

Not Yet Shipped	
<p>Items Ordered</p> <p>20 of: <i>SmileMakers Just Varnished My Teeth Stickers - Prizes and Giveaways - 100 per Pack</i></p> <p>Sold by: SmileMakers Inc (seller profile)</p> <p>Condition: New</p>	<p>Price</p> <p>\$7.99</p>
<p>Shipping Address: Mercedes Waters ATTN DENTAL SCHOOL-BASED 1525 SILVER AVE SAN FRANCISCO, CA 94134-1229 United States</p>	
<p>Shipping Speed: Standard Shipping</p>	

Payment information	
<p>Payment Method: Visa Last digits: 2282</p>	<p>Item(s) Subtotal: \$159.80 Shipping & Handling: \$22.99 ----- Total before tax: \$182.79 Estimated tax to be collected: \$15.80 -----</p>
<p>Billing address Anastasija Petrosova 1 HALLIDIE PLZ STE 808 SAN FRANCISCO, CA 94102-2817 United States</p>	<p>Grand Total: \$198.59</p>

To view the status of your order, return to [Order Summary](#).

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Details for Order #114-3194726-1297030

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Order Placed: March 20, 2023

Amazon.com order number: 114-3194726-1297030

Order Total: \$325.50

Not Yet Shipped	
Items Ordered	Price
10 of: <i>Dahszhi 50Pcs Toothbrush Cap Covers Toothbrush Head Protector Case for Travel or Home, Blue</i> Sold by: Dylan.F (seller profile) Condition: New	\$9.99
20 of: <i>SmileMakers Glitter Teeth Stickers - Prizes and Giveaways - 75 per Pack</i> Sold by: Kaizen8 (seller profile) Condition: New	\$9.99
Shipping Address: Mercedes Waters ATTN DENTAL SCHOOL-BASED 1525 SILVER AVE SAN FRANCISCO, CA 94134-1229 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: Visa Last digits: 2282	Item(s) Subtotal: \$299.70
	Shipping & Handling: \$0.00

Billing address Anastasija Petrosova 1 HALLIDIE PLZ STE 808 SAN FRANCISCO, CA 94102-2817 United States	Total before tax: \$299.70 Estimated tax to be collected: \$25.80 -----
	Grand Total: \$325.50

To view the status of your order, return to [Order Summary](#).

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 San Francisco, CA 94102
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www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Amazon charges appear on July 2023
 Chase Statement as: \$12.70, \$36.27,
 \$182.50, \$1,671.83

Date: June 26, 2023

Name of Payee: Amazon Phone: (866) 216-1072

Address: P.O. Box 81226
Seattle, WA 98108-1226

Amount Requested: \$950.32 Total of both DRFs for Amazon: \$1,903.30 Date: June 27, 2023

Requested by: Mercedes Waters Phone: (415) 657-1761

Address: 1525 Silver Avenue
San Francisco, CA 94134


Purpose of Request: Supplies

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$950.32
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	

Project Director or designee

DocuSigned by:

027F84B7DCCC47E...

Date: June 26, 2023

Deputy Director's
 Signature

Date: _____

(Second signature is required for requests of \$1,000 or more.)

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San Francisco, CA 94102
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Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: June 26, 2023

Name of Payee: Amazon Phone: (866) 216-1072

Address: P.O. Box 81226
Seattle, WA 98108-1226

Amount Requested: \$990 Date Needed: June 27, 2023

Requested by: Mercedes Waters Phone: (415) 657-1761

Address: 1525 Silver Avenue
San Francisco, CA 94134

Purpose of Request: Incentives

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	\$990
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$990

Project Director or designee

DocuSigned by:

Mercedes Waters

Date: June 26, 2023

027F84B7DCCC47E...

Deputy Director's
Signature

Date: _____

(Second signature is required for requests of \$1,000 or more.)

Details for Order #113-9747067-7507438

[Print this page for your records.](#)

Order Placed: June 26, 2023

Amazon.com order number: 113-9747067-7507438

Order Total: \$1,671.83

Not Yet Shipped

Items Ordered

Price

1 of: *Phomemo D30 Label Maker Machine with Tape, Portable Bluetooth Label Printer, Small Smart Phone Handheld Sticker Mini Labeler Multiple Templates Font Icon Easy to Use Inkless Rechargeable F Office Home* \$23.99

Part 1 of 1 - **Phomemo D30 Label Maker with 4 Tapes - Black on Colorful Star Patterns Label Tape, Mini Bluetooth Label Printer, Portable Smart Phone Handheld Sticker Labeler Inkless Rechargeable BPA-Free**

Sold by: Zodzi ([seller profile](#))
Supplied by: Other

Condition: New

1 of: *Timbuk2 Parkside Laptop Backpack 2.0, Eco Nautical* \$99.00

Sold by: TIMBUK2 ([seller profile](#))
Supplied by: Other

Condition: New

1 of: *Oringaga 50PCS Tooth Party Balloons - Teeth Themed Birthday Baby Shower Party Decorations Supplies Decor Balloon* \$11.99

Sold by: TuRin ([seller profile](#))
Supplied by: Other

Condition: New

4 of: *Amazon Basics Rubber Bands, Size 64 (3-1/2 x 1/4 Inch), 320 Bands/1 lb Pack, 3-Pack, Tan* \$17.58

Sold by: Amazon.com Services LLC
Supplied by: Other

Total is \$990

Condition: New

99 of: *Amazon.com Gift Card for Any Amount in a Mini Envelope (Black)* \$10.00

Sold by: ACI Gift Cards, Inc.
Supplied by: Other

Condition: New

1 of: *Timbuk2 Parkside Laptop Backpack 2.0, Eco Gunmetal* \$99.00

Sold by: TIMBUK2 ([seller profile](#))
Supplied by: Other

Condition: New

1 of: *Timbuk2 Parkside Laptop Backpack 2.0, Eco Black* \$99.00

Sold by: TIMBUK2 ([seller profile](#))
Supplied by: Other

Condition: New

2 of: *Weatherman Umbrella - Collapsible Umbrella - Windproof Umbrella Resists Up to 55 MPH Winds - (White)* \$74.00

Sold by: Weatherman Umbrella Official ([seller profile](#)) | Product question? [Ask Seller](#)
Supplied by: Other

Condition: New

1 of: *SocTone 2 Step Ladder, Folding Step Stool for Adults with Handle, Lightweight, Perfect for Kitchen& Household, 500lbs Capacity Sturdy Steel Ladder, White* \$49.99

Sold by: FUYUESI ([seller profile](#))
Supplied by: Other

Condition: New

1 of: JOYYPOP 8 Sets Balloon Stand Kit, Balloon Sticks with Base for Table Birthday Baby \$19.99

Shower Graduation Party Decorations

Sold by: JOYYPOP ([seller profile](#))

Supplied by: Other

Condition: New

1 of: AFOROEOA Acrylic Donation Box with Lock, Safe suggestion Box with Sign Holder \$22.99

100pcs Raffle Tickets Cards Clear Ballot Box Collection Box Tip Jars Drawing Box for Vote

Coin Card Donation, 6x4.3x4inch

Sold by: Ivxiaoy ([seller profile](#))

Supplied by: Other

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa | Last digits: 2282

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

Item(s) Subtotal:	\$1,634.27
Shipping & Handling:	\$0.00
Your Coupon Savings:	-\$2.50
Stock Up & Save:	-\$14.06

Total before tax:	\$1,617.71
Estimated tax to be collected:	\$54.12

Grand Total:\$1,671.83

To view the status of your order, return to [Order Summary](#).

Details for Order #113-7375807-4353829

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Order Placed: June 26, 2023

Amazon.com order number: 113-7375807-4353829

Order Total: \$48.97

Not Yet Shipped

Items Ordered

Price

1 of: *Phomemo D30 Thermal self-Adhesive Label, 3/8" X 1 1/2" (12mm X 40mm) 160 Labels/Roll, Compatible with Phomemo D30 Label Printer, Suitable for Home, Office, School, Black on White, 3 Roll* \$11.99

Sold by: memoqueen ([seller profile](#))

Supplied by: Other

Condition: New

1 of: *L LIKED Raffle Tickets Double Roll 2000 Tickets Consecutively Numbered 50/50 Raffle Tickets for Event Party Prize Drawing Perforated Stubs (Easy Read Purple)* \$11.99

Sold by: LLiked ([seller profile](#))

Supplied by: Other

Condition: New

1 of: *Phomemo D30 Thermal Label, self-Adhesive Label, 1/2" X 1 7/8" (14mm X 50mm) 130 Labels/Roll, Compatible with Phomemo D30 Label Maker, Thermal Printing Label Paper, White, 3 Roll* \$11.99

Sold by: memoqueen ([seller profile](#))

Supplied by: Other

Condition: New

1 of: *Phomemo D30 Label Maker Tape, Black on Colorful Star Patterns Sticker Thermal Paper, Self-Adhesive Label Tape, 12mm x 40mm (1/2"x11/2") 3 Rolls* \$9.71

Part 2 of 2 - **Phomemo D30 Label Maker with 4 Tapes - Black on Colorful Star Patterns Label Tape, Mini Bluetooth Label Printer, Portable Smart Phone Handheld Sticker Labeler Inkless Rechargeable BPA-Free**

Sold by: Zodzi ([seller profile](#))

Supplied by: Other

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 2282

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817

Item(s) Subtotal: \$45.68

Shipping & Handling: \$0.00

Your Coupon Savings: -\$0.60

Total before tax: \$45.08

Estimated tax to be collected: \$3.89

United States

Grand Total: \$48.97

To view the status of your order, return to [Order Summary](#).

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Details for Order #113-3544374-3415463

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Order Placed: June 26, 2023

Amazon.com order number: 113-3544374-3415463

Order Total: \$182.50

Not Yet Shipped

Items Ordered

Price

2 of: *Weatherman Umbrella - Stick Umbrella - Windproof Umbrella Resists Up to 55 MPH Winds (Purple)* \$84.00

Sold by: Weatherman Umbrella Official ([seller profile](#))

Supplied by: Other

Condition: New

Shipping Address:

Mercedes Waters
ATTN DENTAL SCHOOL-BASED
1525 SILVER AVE
SAN FRANCISCO, CA 94134-1229
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 2282

Item(s) Subtotal: \$168.00

Shipping & Handling: \$0.00

Total before tax: \$168.00

Estimated tax to be collected: \$14.50

Grand Total: \$182.50

Billing address

Anastasija Petrosova
1 HALLIDIE PLZ STE 808
SAN FRANCISCO, CA 94102-2817
United States

To view the status of your order, return to [Order Summary](#).

Clear Form

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www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 06/22/2023
 Name of Payee: BURST Phone: 404-402-2554
 Address: 440 N BARRANCA AVE #4658 COVINA, CA 91723

 Amount Requested: \$ 9,800.00 Date Needed: 06/27/2023
 Requested by: Mercedes Waters Phone: 415-6571761
 Address: 1525 Silver Ave
San Francisco, CA 94134
 Purpose of Request: Client Incentives

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	\$ 9,800.00
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 9,800.00

Project Director or designee Mercedes Waters Date: 06/22/2023

Deputy Director's Signature Jeff Drew Date: 06/22/2023 | 3:00 PM PDT

(Second signature is required for requests of \$1,000 or more.)

burst®

Invoice Number : BURST-8849434
Order Date : 06/23/2023
Order Number : #8849434

Shipping Address :
Mercedes Waters
1525 Silver Ave
San Francisco, CA, US
94134

Payment Method :

Stripe
**** * 2282
Expiry : 6/2026
Zip : 94102

Billing Address :
Anastasija Petrosova
1 Hallidie Plz Ste 808
San Francisco, CA, US
94102

Product Name	Price	Quantity	Status	Subtotal
BURSTkids™ Flossables	3	400	Active	\$ 1200
BURSTkids™ Flossables	3	200	Active	\$ 600
BURST Sonic Toothbrush Black	30	40	Active	\$ 1200
BURST Sonic Toothbrush White	30	20	Active	\$ 600
BURST Sonic Toothbrush Lavender	30	40	Active	\$ 1200
BURSTkids™ Sonic Toothbrush Blue	25	80	Active	\$ 2000
BURSTkids™ Sonic Toothbrush Purple	25	80	Active	\$ 2000
CoComelon x BURSTkids™ Sonic Toothbrush Green	25	20	Active	\$ 500
CoComelon x BURSTkids™ Sonic Toothbrush Pink	25	20	Active	\$ 500

Subtotal : \$ 9800.00
Shipping Amount : \$ 0

Grand Total : \$ 9800.00

Clear Form

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 San Francisco, CA 94102
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 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 06/22/2023
 Name of Payee: BURST Phone: 404-402-2554
 Address: 440 N BARRANCA AVE #4658 COVINA, CA 91723


 Amount Requested: \$ 4,900.00 Date Needed: 06/27/2023
 Requested by: Mercedes Waters Phone: 415-6571761
 Address: 1525 Silver Ave
San Francisco, CA 94134
 Purpose of Request: Client Incentives

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

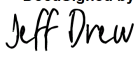
EXPENSE CATEGORY

	Amount
5030 – Client Incentives	\$ 4,900.00
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 4,900.00

Project Director or designee

DocuSigned by:

 Date: 06/22/2023

Deputy Director's
 Signature

DocuSigned by:

 Date: 06/22/2023 | 3:02 PM PDT

(Second signature is required for requests of \$1,000 or more.)

burst®

Invoice Number : BURST-8849855

Order Date : 06/23/2023

Order Number : #8849855

Shipping Address :

Mercedes Waters

1525 Silver Ave

San Francisco, CA, US

94134

Payment Method :

Stripe

**** * 2282

Expiry : 6/2026

Zip : 94102

Billing Address :

Anastasija Petrosova

1 Hallide Plz Ste 808

San Francisco, CA, US

94102

Product Name	Price	Quantity	Status	Subtotal
BURSTkids™ Flossables	3	300	Active	\$ 900
BURST Sonic Toothbrush Black	30	20	Active	\$ 600
BURST Sonic Toothbrush White	30	10	Active	\$ 300
BURST Sonic Toothbrush Lavender	30	20	Active	\$ 600
BURSTkids™ Sonic Toothbrush Blue	25	40	Active	\$ 1000
BURSTkids™ Sonic Toothbrush Purple	25	40	Active	\$ 1000
CoComelon x BURSTkids™ Sonic Toothbrush SeaFoam	25	20	Active	\$ 500

Subtotal : \$ 4900.00

Shipping Amount : \$ 0

Discount : \$ 0.00

Tax : \$ 0

Grand Total : \$ 4900.00

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 06/23/2023
 Name of Payee: Cocofloss Phone: 888-661-4179
 Address: 1035 S. Claremont
San Mateo, Ca 94402
 Amount Requested: ~~\$ 2,181.03~~ **\$2,156.21** Date Needed: 06/27/2023
 Requested by: Mercedes Waters Phone: _____
 Address: 1525 Silver Avenue
San Francisco, Ca 94134
 Purpose of Request: Client Incentives

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	\$ 2,181.03 \$2,156.21
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 2,181.03 \$2,156.21

Project Director or designee

DocuSigned by:


Date: 06/23/2023

Deputy Director's
 Signature

DocuSigned by:


Date: 06/23/2023 | 8:45 AM PDT

(Second signature is required for requests of \$1,000 or more.)



Cocofloss Minis (8 YD)

Delicious Mint & Cara Cara Orange / 500

\$285.00



Big Kahuna Bundle

Mixed fragrances / Mixed Fragrances


\$1,700.00

Subtotal

\$1,985.00

Shipping

Free

Estimated taxes 

\$171.21

Total

USD **\$2,156.21**

Cocofloss Pro

 Show order summary 

\$2,156.21



Confirmation #3L4K25YKZ

Thank you Anastasija!

How Did You Hear About Us?

We would love to know how you found us!

Please choose an option



Submit

Your order is confirmed

You'll receive a confirmation email with your order number shortly.

Track order with Shop

Order details

Contact information

mercedes.keeney@gmail.com

Shipping address

Mercedes Waters
Kids Dental
1525 Silver Avenue
San Francisco CA 94134
United States
(415) 657-1761

Shipping method

Free Shipping

Payment method

GET 10% OFF

g with 2282 - \$2,156.21

 **Help**

Billing address

Anastasija Petrosova
SFPHF
1 Hallidie Plz
Ste 808
San Francisco CA 94102
United States
(415) 504-6738

Save my information for a faster checkout

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Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

* \$1,049.03 (on April Statement)
 * \$8,744.08 (2 canceled items reordered on 4/10/23) - May Statement

Date: 3/20/2023
 Name of Payee: Henry Schein Phone: _____
 Address: _____
 Amount Requested: \$ 12,381.38 Date Needed: _____
 Requested by: Mercedes Waters Phone: _____
 Address: _____
 Purpose of Request: Supplies for kinder screenings

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$ 12,381.38
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 12,381.38

Project Director or designee Mercedes Waters DocuSigned by: _____ Date: 3/20/2023
027F84B7DCCC47E
 2nd Signature Claudia Lam DocuSigned by: _____ Date: 3/21/2023
91D870CACEE740D

(Second signature is required for requests of \$1,000 or more.)



SHIP TO:

Silver Ave Health Center
1525 Silver Ave
Dental Clinic / Alicia Montell
San Francisco CA 941341229

Order Confirmation

BILL TO:

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco, CA 94103-2638

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco CA 941032638

ACCOUNT #	TOTAL AMOUNT
3292807	
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	
1	

LINE NO	ITEM CODE	UNIT SIZE DRUG CLASS	DESCRIPTION & STRENGTH	QTY. ORD SHIPPED	SHIPPING DETAILS CUSTOMER P.O.#	UNIT PRICE	EXTENSION
1	3250430	72/Ca	Crest Oral-B Kids 3+yr Ma w/Flossers 03/20/23 1.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	60	CANCELLED HSI_93058691	73.99	
2	3250411	72/Ca	Crest Oral-B Kids 6+ Manu w/Flossers 03/20/23 2.000	60	CANCELLED HSI_93058691	74.99	
3	7120146	48Pk/Bx	Gum Crayola Flossers 3/Pk 03/20/23 3.000	60	BACKORDERED HSI_93058691	16.63	
4	9050024	Ea	Box Plastic 17 Liter Clea 03/20/23 4.000	6 6	DROP SHIP HSI_93058691	18.94	113.64
5	8760178	3.4oz/Ea	Glove N Care Hand Cream T 3.4oz 03/20/23 5.000	10 10	SHIPPING HSI_93058691	6.79	67.90
6	9065470	Ea	BCA Storage Clipboard Let Pink 03/20/23 6.000	3 3	DROP SHIP HSI_93058691	15.25	45.75
7	9044503	Ea	Self-Inking Micro Dater B 03/20/23 7.000	3 3	DROP SHIP HSI_93058691	21.03	63.09
8	3683782	100/R1	Stickers Disney Lilo & St 2.5 x 2.5 03/20/23 8.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	5 5	SHIPPING HSI_93058691	7.83	39.15
9	3683621	100/R1	Sticker Pokemon Journeys 2.5 x 2.5 03/20/23 9.000	5 5	SHIPPING HSI_93058691	7.83	39.15

ACCOUNT #	TOTAL AMOUNT
3292807	
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	
1	



SHIP TO:

Silver Ave Health Center
1525 Silver Ave
Dental Clinic / Alicia Montell
San Francisco CA 941341229

Order Confirmation

BILL TO:

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco, CA 94103-2638

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco CA 941032638

ACCOUNT #	TOTAL AMOUNT
3292807	1,098.73
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	...
2	

LINE NO	ITEM CODE	UNIT SIZE DRUG CLASS	DESCRIPTION & STRENGTH	QTY. ORD SHIPPED	SHIPPING DETAILS CUSTOMER P.O.#	UNIT PRICE	EXTENSION
10	3680925	100/R1	Sticker Monsters Universi Asst 2.5x2.5 03/20/23 10.000	5 5	SHIPPING HSI_93058691	7.83	39.15
11	3678667	100/R1	Sticker Zootopia Asst 2.5x2.5 03/20/23 11.000	5 5	SHIPPING HSI_93058691	7.83	39.15
12	3673519	100/R1	Sticker Fluoride at Work 2.5x2.5 03/20/23 12.000 Item will be shipped from SOUTHWEST Distribution Center Estimated Delivery Date: 03/28/23	5 5	SHIPPING HSI_93058691	7.83	39.15
13	1275438	100/R1	Animal Sticker Assortment 03/20/23 13.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	5 5	SHIPPING HSI_93058691	9.79	48.95
14	2070096	144/Bx	Travel Caps Asst Colors 03/20/23 14.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	20 20	SHIPPING HSI_93058691	23.59	471.80
15			SHIPPING AND/OR HANDLING			4.99	4.99
16			TAX			86.86	86.86

ACCOUNT #	TOTAL AMOUNT
3292807	1,098.73
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	...
2	



ACCOUNT, SHIPPING, AND PAYMENT INFORMATION:

Shipping Address	Billing Address
Account #: 600929 Health Center #3 Silver Ave Health Center 1525 Silver Ave Dental Clinic / Alicia Montell San Francisco, CA 941341229 United States of America 415-657-1700	Account #: 3292807 SF Dept Of Health - Dental 1380 Howard St Rm 418 San Francisco, CA 941032638 United States of America 415-682-5655
Shipping Method: UPS Standard Delivery	Payment Method: Visa PO #:2023.04.10

Line(s): (2)			
Description	**Est. Delivery Date	Price Qty	Total
Crest Oral-B Toothbrush 6+ years Bundle 72/Ca	4/11/2023	\$67.49 60	\$4,049.40
3250411 Procter & Gamble/Oral-B (80372278)		CA Discount	
Crest Oral-B Toothbrush 3+ Years Bundle with Flossers 72/Ca	4/11/2023	\$66.59 60	\$3,995.40
3250430 Procter & Gamble/Oral-B (80725947)		CA Discount	
SUBTOTAL: \$8,044.80			
Tax: \$694.29			
Shipping: \$4.99			
Order Total: \$8,744.08			

*Future order prices may vary on date of processing. Final order total may differ than that displayed due to variations in product availability, discounts, taxes, shipping, hazardous materials, small order charges, and/or handling charges. Products requested on future orders may not be available on date of processing. Do not request pre-book products on a future order. Not responsible for typographical errors. This sale is subject to our terms and conditions.
 **Estimated Shipment Dates may vary based on product availability at the time of processing. Also, first-time web orders, orders with comments, and orders containing restricted substances may be delayed for verification and review. Actual shipment dates will be provided in a shipment confirmation e-mail after this order is placed.

Backordered (Kids flossers) -
 canceled from this order (will be
 sent at a later date)

26			
27	Item	Quantity	Henry Schein Item Number (henryschein.com)
28	Toothbrush Bundle Moana/Monsters	60	Out of Stock / canceled 3250430
29	Toothbrush bundle stars	60	Out of Stock / canceled 3250411
30	Kids Flossers	60	7120146
31	Toothbrush storage bins	6	9050024
32	Storage clipboard	3	9065470
33	Date stamp	3	9044503
34	Stickers	5	3683782
35	Stickers	5	3683621
36	Stickers	5	3680925
37	Stickers	5	3678667
38	Stickers	5	3673519
39	Stickers	5	1275438
40	Toothbrush cover	20	2070096
41	Glove care	10	8760178
42	Reference #		HIS_93058691
43	Subtotal:		\$ 11,383.81
44	Tax:		\$ 983.09
45	Shipping:		\$ 14.48
46	Total:		\$ 12,381.38


ACCOUNT, SHIPPING, AND PAYMENT INFORMATION:
Shipping Address
Billing Address

Account # :
Kids Dental
Kids Dental / SFPHF
Mercedes Waters
1525 Silver Ave
ATTN: Dental School-Based
San Francisco, CA 94134
United States of America
650-303-4706

Account # :
SFPHF
San Francisco Public Health
Foundation
Anastasija Petrosova
1 Hallidie Plz
Ste 808
San Francisco, CA 94102
United States of America
415-504-6738

Shipping Method: UPS Standard Delivery

Payment Method: Visa

Reference #: HSI_93058691

Line(s): (14)

Description	**Est. Delivery Date	Price Qty	Total
Toothbrush Travel Caps Assorted 144/Bx 2070096 Tess Corporation (1500)	3/23/2023	\$29.49 20 BX	\$589.80
Stickers Animal Assortment 100/RI 1275438 Sherman Specialty (PS641)	3/22/2023	\$9.79 5 RL	\$48.95
Stickers Fluoride at Work 100/RI 3673519 Office Supplies & Practice Mkt (PS408)	3/24/2023	\$9.79 5 RL	\$48.95
Stickers Zootopia Assorted 100/RI 3678667 Office Supplies & Practice Mkt (PS613)	3/22/2023	\$9.79 5 RL	\$48.95
Stickers Monsters University Assorted 100/RI 3680925 Office Supplies & Practice Mkt (PS543)	3/22/2023	\$9.79 5 RL	\$48.95
Stickers Pokemon Assorted 100/RI 3683621 Sherman Specialty (PS707)	3/22/2023	\$9.79 5 RL	\$48.95

Stickers Disney Lilo & Stitch 100/RI 3683782 Sherman Specialty (PS732)	3/23/2023	\$9.79 5 RL	\$48.95
Office Depot Brand Self-Inking 3-In-1 Micro Dater Red/Blue Ea 9044503 Office Depot Business Services (421076)	see message below.	\$22.14 3 EA	\$66.42
SlimMate Storage Clipboard Letter Pink Ea 9065470 Saunders Manufacturing (378724)	see message below.	\$16.05 3 EA	\$48.15
Glove N Care Tube Cream 3.4 oz 3.4oz/Ea 8760178 Essential Dental Systems (1200-00)	3/22/2023	\$7.99 10 EA	\$79.90
Plastic Storage Box 17 Liter (4.5 Gallon) Clear Ea 9050024 Really Useful Products Ltd (659275)	see message below.	\$19.94 6 EA	\$119.64
GUM Crayola Flosser Kids Grape Assorted 48Pk/Bx 7120146 Sunstar Americas, Inc (895PB)	3/22/2023	\$20.79 60 BX	\$1,247.40
Crest Oral-B Toothbrush 6+ years Bundle 72/Ca 3250411 Procter & Gamble/Oral-B (80372278)	3/22/2023	\$74.99 60 CA	\$4,499.40
Crest Oral-B Toothbrush 3+ Years Bundle with Flossers 72/Ca 3250430 Procter & Gamble/Oral-B (80725947)	3/23/2023	\$73.99 60 CA	\$4,439.40
SUBTOTAL: \$11,383.81			
Tax: \$983.09			
Shipping: \$14.48			
Order Total: \$12,381.38			

*Future order prices may vary on date of processing. Final order total may differ than that displayed due to variations in product availability, discounts, taxes, shipping, hazardous materials, small order charges, and/or handling charges. Products requested on future orders may not be available on date of processing. Do not request pre-book products on a future order. Not responsible for typographical errors. This sale is subject to our terms and conditions.

**Estimated Shipment Dates may vary based on product availability at the time of processing. Also, first-time web orders, orders with comments, and orders containing restricted substances may be delayed for verification and review. Actual shipment dates will be provided in a shipment confirmation e-mail after this order is placed.



SHIP TO:

Silver Ave Health Center
1525 Silver Ave
Dental Clinic / Alicia Montell
San Francisco CA 941341229

Order Confirmation

BILL TO:

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco, CA 94103-2638

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco CA 941032638

ACCOUNT #	TOTAL AMOUNT
3292807	
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	
1	

LINE NO	ITEM CODE	UNIT SIZE DRUG CLASS	DESCRIPTION & STRENGTH	QTY. ORD SHIPPED	SHIPPING DETAILS CUSTOMER P.O.#	UNIT PRICE	EXTENSION
1	3250430	72/Ca	Crest Oral-B Kids 3+yr Ma w/Flossers 03/20/23 1.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	60	CANCELLED HSI_93058691	73.99	
2	3250411	72/Ca	Crest Oral-B Kids 6+ Manu w/Flossers 03/20/23 2.000	60	CANCELLED HSI_93058691	74.99	
3	7120146	48Pk/Bx	Gum Crayola Flossers 3/Pk 03/20/23 3.000	60	BACKORDERED HSI_93058691	16.63	
4	9050024	Ea	Box Plastic 17 Liter Clea 03/20/23 4.000	6 6	DROP SHIP HSI_93058691	18.94	113.64
5	8760178	3.4oz/Ea	Glove N Care Hand Cream T 3.4oz 03/20/23 5.000	10 10	SHIPPING HSI_93058691	6.79	67.90
6	9065470	Ea	BCA Storage Clipboard Let Pink 03/20/23 6.000	3 3	DROP SHIP HSI_93058691	15.25	45.75
7	9044503	Ea	Self-Inking Micro Dater B 03/20/23 7.000	3 3	DROP SHIP HSI_93058691	21.03	63.09
8	3683782	100/R1	Stickers Disney Lilo & St 2.5 x 2.5 03/20/23 8.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	5 5	SHIPPING HSI_93058691	7.83	39.15
9	3683621	100/R1	Sticker Pokemon Journeys 2.5 x 2.5 03/20/23 9.000	5 5	SHIPPING HSI_93058691	7.83	39.15

ACCOUNT #	TOTAL AMOUNT
3292807	
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	
1	



SHIP TO:

Silver Ave Health Center
1525 Silver Ave
Dental Clinic / Alicia Montell
San Francisco CA 941341229

Order Confirmation

BILL TO:

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco, CA 94103-2638

SF Dept Of Health - Dental
1380 Howard St Rm 418
San Francisco CA 941032638

ACCOUNT #	TOTAL AMOUNT
3292807	1,098.73
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	...
2	

LINE NO	ITEM CODE	UNIT SIZE DRUG CLASS	DESCRIPTION & STRENGTH	QTY. ORD SHIPPED	SHIPPING DETAILS CUSTOMER P.O.#	UNIT PRICE	EXTENSION
10	3680925	100/R1	Sticker Monsters Universi Asst 2.5x2.5 03/20/23 10.000	5 5	SHIPPING HSI_93058691	7.83	39.15
11	3678667	100/R1	Sticker Zootopia Asst 2.5x2.5 03/20/23 11.000	5 5	SHIPPING HSI_93058691	7.83	39.15
12	3673519	100/R1	Sticker Fluoride at Work 2.5x2.5 03/20/23 12.000 Item will be shipped from SOUTHWEST Distribution Center Estimated Delivery Date: 03/28/23	5 5	SHIPPING HSI_93058691	7.83	39.15
13	1275438	100/R1	Animal Sticker Assortment 03/20/23 13.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	5 5	SHIPPING HSI_93058691	9.79	48.95
14	2070096	144/Bx	Travel Caps Asst Colors 03/20/23 14.000 Item will be shipped from MIDWEST Distribution Center Estimated Delivery Date: 03/28/23	20 20	SHIPPING HSI_93058691	23.59	471.80
15			SHIPPING AND/OR HANDLING			4.99	4.99
16			TAX			86.86	86.86

ACCOUNT #	TOTAL AMOUNT
3292807	1,098.73
ORDER NUMBER	ORDER DATE
40041560 SE	03/22/23
PAGE #	...
2	

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental


Date: 3/20/2023
 Name of Payee: Office Depot Phone: _____
 Address: _____
 Amount Requested: \$ 441.19 Date Needed: _____
 Requested by: Mercedes Waters Phone: _____
 Address: _____
 Purpose of Request: Supplies for kinder screenings

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$ 441.19
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 441.19

Project Director or designee

DocuSigned by:

 Date: 3/20/2023

2nd Signature

_____ Date: _____
 (Second signature is required for requests of \$1,000 or more.)

48	Item	Quantity	Office Depot Item Number (officedepot.com)
49	Hnaging Files	4	541102
50	Storage Bins	3	8028062
51	Smaller storage bins	10	581594
52	Order #		303411480-001
53	Subtotal:		\$ 470.23
54	Tax:		\$ 35.03
55	Shipping:		\$ -
56	Coupon Savings		\$ (64.07)
57	Total:		\$ 441.19
58			
59			



Order Date 03/20/2023 8:07pm

Order Details

Delivery

Attention:

SILVER AVE FAMILY HEALTH CTR
Anastasija Petrosova
1525 Silver Ave
Attn Dental School-based
San Francisco, CA 94134-1229 USA

Phone: (415) 504-6738

Email:

PAYMENTREQUESTS@SFPHF.ORG

Payment

Amount: \$441.19

VISA ***2282

Additional Info

Ordered By:

PAYMENTREQUESTS@SFPHF.ORG

Phone: (415) 504-6738

Rewards #: 1783100942

Shipment 1 of 1

ORDER NUMBER	ORDER STATUS	TOTAL
303411480-001	Processing	\$441.19



Estimated Delivery by Mar 22, 2023



Office Depot® Brand 2-Tone Hanging File Folders, 1/5 Cut, 8 1/2" x 11", Letter Size, Assorted Colors, Box Of 25 Folders
Item #541102

Qty: 4 @ \$27.59 / box

\$110.36

 Eco Conscious  Recycled Content

 20% Off Qualifying Purchase: -\$22.07



Office Depot® Brand by GreenMade® Professional Storage Tote With Handles/Snap Lid, 27 Gallon, 30-1/10" x 20-1/4" x 14-3/4", Black/Yellow, Pack Of 4
Item #8028062

Qty: 3 @ \$69.99 / case

\$209.97

 20% Off Qualifying Purchase: -\$42.00

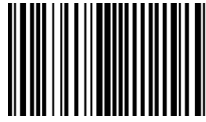


Office Depot® Brand File Tote With Snap Lid And Built In Handles, Letter/Legal Size, 18" x 14 1/4" x 10-7/8", Clear
Item #581594

Qty: 10 @ \$14.99 / each

\$149.90

Shipment 1



303411480 001

Item Subtotal:	\$470.23
Discounts:	(\$64.07)
Taxes:	\$35.03

Order Total \$441.19

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

916-838-2663 (Jeff Chastain - Orascoptic)
 Heidi - 608-828-5332

Date: 06/02/2023
 Name of Payee: Orascoptic Phone: 1.800.369.3698
 Address: 6650 Ronald Reagan Avenue
Madison, WI 53704, USA
 Amount Requested: \$ 8,498.00 Date Needed: 06/16/2023
 Requested by: Mercedes Waters Phone: 415-6571761
 Address: 1525 Silver Ave
San Francisco, CA 94134
 Purpose of Request: Equipment for Kid's Dental Program: Dental Screening loupes and light

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other 5110 - Equipment	\$ 8,498.00
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 8,498.00

Project Director or designee DocuSigned by:
Mercedes Waters Date: 06/02/2023

Deputy Director's Signature DocuSigned by: 027F84B7DCCC47E...
Jeffrey Drew Date: 06/02/2023 | 9:29 AM PDT

(Second signature is required for requests of \$1,000 or more.)

Product Warranty Information

Magnification Loupes

LIMITED LIFETIME WARRANTY on all telescopes (excluding EyeZoom™ and EyeZoom Mini telescopes)

3-YEAR LIMITED WARRANTY on EyeZoom™ and EyeZoom Mini telescopes

3-YEAR LIMITED WARRANTY on frames (excluding XV1™), headbands, carrier lenses, flip-up hinges, OmniOptic™ anchors & adhesives

XV1 (Loupe & Light Combination)

LIMITED LIFETIME WARRANTY on all telescopes (excluding EyeZoom™ and EyeZoom Mini telescopes)

3-YEAR LIMITED WARRANTY on EyeZoom™ and EyeZoom Mini telescopes

2-YEAR LIMITED WARRANTY on XV1™ frame, headlight, and electrical components

3-YEAR LIMITED WARRANTY on carrier lenses, OmniOptic™ anchors & adhesives

1-YEAR LIMITED WARRANTY on XV1™ batteries

Endeavour or Endeavour XL Light System

1-YEAR LIMITED WARRANTY on battery pack assembly & power supply

3-YEAR LIMITED WARRANTY on headlight and cable

Spark Light System

2-YEAR LIMITED WARRANTY on headlight, battery pack, and all accessory items included

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 06/22/2023 Heidi 608-828-5332
 Name of Payee: Orasoptic Phone: 1.800.369.3698
 Address: 6650 Ronald Reagan Avenue
Madison, WI 53704, USA
 Amount Requested: ~~\$ 7,517.00~~ \$8,138 Date Needed: 06/27/2023
 Requested by: Mercedes Waters Phone: _____
 Address: 1525 Silver Ave
San Francisco, Ca 94134
 Purpose of Request: Equipment

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 – Supplies 5110 - Equipment	-\$ 7,517.00 \$8,138
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	-\$ 7,517.00

\$8,138

Project Director or designee

DocuSigned by:
Mercedes Waters Date: 06/22/2023

Deputy Director's
 Signature

DocuSigned by:
Jeff Drew Date: 06/22/2023 | 3:04 PM PDT

(Second signature is required for requests of \$1,000 or more.)

Product Warranty Information

Magnification Loupes

LIMITED LIFETIME WARRANTY on all telescopes (excluding EyeZoom™ and EyeZoom Mini telescopes)

3-YEAR LIMITED WARRANTY on EyeZoom™ and EyeZoom Mini telescopes

3-YEAR LIMITED WARRANTY on frames (excluding XV1™), headbands, carrier lenses, flip-up hinges, OmniOptic™ anchors & adhesives

XV1 (Loupe & Light Combination)

LIMITED LIFETIME WARRANTY on all telescopes (excluding EyeZoom™ and EyeZoom Mini telescopes)

3-YEAR LIMITED WARRANTY on EyeZoom™ and EyeZoom Mini telescopes

2-YEAR LIMITED WARRANTY on XV1™ frame, headlight, and electrical components

3-YEAR LIMITED WARRANTY on carrier lenses, OmniOptic™ anchors & adhesives

1-YEAR LIMITED WARRANTY on XV1™ batteries

Endeavour or Endeavour XL Light System

1-YEAR LIMITED WARRANTY on battery pack assembly & power supply

3-YEAR LIMITED WARRANTY on headlight and cable

Spark Light System

2-YEAR LIMITED WARRANTY on headlight, battery pack, and all accessory items included

From: [Waters, Mercedes \(DPH\)](#)
To: [Payment Requests](#); [Aguallo, Deanna \(DPH\)](#); heidi.rogers@orascoptic.com
Subject: Re: Orascoptic Quote
Date: Monday, June 26, 2023 2:34:35 PM
Attachments: [Outlook-1506524114.png](#)
[Outlook-1506524114.png](#)
[Outlook-1506524114.png](#)
[Outlook-1506524114.png](#)
[Outlook-1506524114.png](#)
[Outlook-1506524114.png](#)

Hi,

Yes, we saw this email. Unfortunately we can't wait until the 7th for a new quote. We decided to move forward with our loupe frames we are already fitted for. Since we are keeping the original loupe frames the cost went up a little. We submitted the quote adjustment to you for payment.

Is it possible to submit payment for the order attached? Heidi said she is available to take the card number.

Thank you,

Mercedes Waters, RDH
Registered Dental Hygienist
San Francisco Health Network
San Francisco Department of Public Health

Silver Avenue Family Health Center
1525 Silver Ave
San Francisco, CA
94134
Ph: 650-303-4706 (temp)
fax: 415-657-1749



CONFIDENTIALITY NOTICE: This communication and its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use, or disclosure is prohibited and may violate applicable law. If you are not the intended recipient, please contact the sender and destroy all copies of the communication. Disclosure of the PHI contained herein may subject the discloser to civil or criminal penalties under state and federal privacy laws.

From: Payment Requests <paymentrequests@sfphf.org>
Sent: Monday, June 26, 2023 2:29 PM
To: [Aguallo, Deanna \(DPH\)](mailto:deanna.aguallo@sfdph.org) <deanna.aguallo@sfdph.org>; heidi.rogers@orascoptic.com
<heidi.rogers@orascoptic.com>
Cc: Payment Requests <paymentrequests@sfphf.org>; Waters, Mercedes (DPH)
<mercedes.keeney@sfdph.org>
Subject: RE: Orascoptic Quote

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Deanna and Heidi,

I'm not sure if you saw Heidi's email, so adding it here below so you two can communicate more if needed regarding this.

Please let me know when it is ok to pay.

Hi Deanna,

Good News! The order was approved and we can place a new order but we will need new fittings if you want different frames this time.

Jeff is out of the country on vacation until after July 7th and I am not sure what his schedule looks like to come out for a new fitting.

Please let us know how to proceed.

Heidi

Heidi Rogers

Government Sales Support

6650 Ronald Reagan Ave

Madison, WI 53704

(608)828-5332

Thanks,

Christy

From: Aguallo, Deanna (DPH) <deanna.aguallo@sfdph.org>

Sent: Monday, June 26, 2023 2:15 PM

To: Payment Requests <paymentrequests@sfpfh.org>; Christy Cather <ccather@sfpfh.org>

Subject: Orasoptic Quote

Hello Christy,

There was an error in the original quote. The quote given was for the incorrect frames. The Orasoptic order was already approved so I made a revision to the price.

Everyone is out on vacation so it will be difficult to get new signatures. If the slight increase in

price is an issue, when you call Heidi, we can remove the spark light system.

Please let me know if you need anything else.

Deanna Aguallo RDH, MSDH (She/Her)
Registered Dental Hygienist
San Francisco Health Network
San Francisco Department of Public Health

Silver Avenue Family Health Center
(415) 657-1761
[1525 Silver Ave](#)
[San Francisco, CA 94134](#)

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Total Amount after discount is
\$11,479.26

Date: 06/01/2023
 Name of Payee: SmileMakers Phone: 888-800-7645
 Address: PO Box 2543
Spartanburg, SC 29304
 Amount Requested: \$ 12,478.77 Date Needed: 06/15/2023
 Requested by: Mercedes Waters Phone: 415-6571761
 Address: 1525 Silver Ave
San Francisco, CA 94134
 Purpose of Request: Dental Supplies for Kid's Dental Program

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$ 12,478.77
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 12,478.77

Project Director or designee DocuSigned by:
Mercedes Waters Date: 06/01/2023

Deputy Director's Signature DocuSigned by:
Jeffrey Drew Date: _____

(Second signature is required for requests of \$1,000 or more.)

QUOTE

CUSTOMER P.O. NO.

QUOTE NO.

PAGE NO.

9237102

1

SOLD
TO:

SF PUBLIC HEALTH FOUNDATION
DEANNA AGUALLO
1525 SILVER AVE
SAN FRANCISCO CA 94134

SHIP
TO:

SF PUBLIC HEALTH FOUNDATION
DEANNA AGUALLO
1525 SILVER AVE
SAN FRANCISCO CA 94134

QUOTE DATE	SALES REP.	CUSTOMER NO.	SOURCE CODE	EXPIRE DATE	SHIP VIA
06/01/23	JANET MARTINEZ	1447714	NOTH23S	07/01/23	GROUND SER

LINE NO.	QTY	ITEM NUMBER	DESCRIPTION	COUNTRY OF ORIGIN	HARMONIZE CODE	UNIT PRICE	EXTENSION
1	20	DEN638	144 SmileCare BFS Flosser Packs	CHN	3306.20.0000	54.49	1089.80
2	120	BRSH209	48 SmileCare Pre-teen Sure Tip Toothbrus	CHN	9603.21.0000	30.99	3718.80
3	120	BRSH289	48 SmileCare Toddler Penguin Toothbrushe	CHN	9603.21.0000	28.49	3418.80
4	16	DEN662	360 Crest Kids Toothpaste	USA	3306.10.0000	127.99	2047.84
5	80	DEN514	72 Crest Kids Toothpaste	USA	3306.10.0000	0.00	0.00

TOTAL MERCHANDISE	SHIPPING & HANDLING	SALES TAX	ORDER TOTAL
10275.24	1188.85	1014.68	12478.77

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
1 Hallidie Plz Ste 808
San Francisco, CA 94102
PH 415-504-6738 • FAX 415-520-0471
Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: June 23, 2023
Name of Payee: Vista Print Phone: (866) 207-4955
Address: 275 Wyman Street
Waltham, MA 02451
Amount Requested: ~~\$876.21~~ **\$701.11** Date Needed: June 27, 2023
Requested by: Mercedes Waters Phone: (415) 657-1761
Address: 1525 Silver Avenue
San Francisco, CA 94134
Purpose of Request: Supplies

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	\$876.21 \$701.11
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$876.21 \$701.11

Project Director or designee Mercedes Waters Date: June 23, 2023
DocuSigned by: 027F84B7DCCC47E...

Deputy Director's Signature _____ Date: _____
(Second signature is required for requests of \$1,000 or more.)

Thank You For Your Order. ✓

Order Date: June 29th 2020

Order #: VP LMR2L44

<p>Shipping Address</p> <p>Address</p> <p>Estimated Delivery Jun 29th</p>	<p>Shipping Address</p> <p>Address</p> <p>Order Status Family Health Center</p> <p>1000 Market Ave</p> <p>San Francisco, California 94102-0000</p> <p>United States of America</p> <p>94102-0000</p>	<p>Shipping Address</p> <p>Address</p> <p>San Francisco Health Foundation</p> <p>1000 Market Ave</p> <p>San Francisco, California 94102-0000</p> <p>United States of America</p>	<p>Payment Method</p> <p>VISA</p> <p>**** 0000</p> <p>**** 0000</p>
---	--	--	---

Items



Flags

In Progress

Expected Delivery Jun 29th

Quantity: 1



Related Items

Item Total

~~\$229.99~~ \$167.99

Order Summary

Product Total	\$585.45
Shipping	\$59.99
Tax	\$55.67
Total paid	\$701.11



Nylon Rope

In Progress

Expected Delivery Jun 29th

Quantity: 1



Item Total

~~\$8.57~~ \$6.42



Clear Adhesive Hangers

In Progress

Expected Delivery Jun 29th

Quantity: 1



Select Options



Item Total

~~\$4.27~~ \$3.20



Nylon Rope

In Progress

Expected Delivery Jun 29th

Quantity: 1



Item Total

~~\$8.57~~ \$6.42



Clear Adhesive Hangers

In Progress

Expected Delivery Jun 29th

Quantity: 1

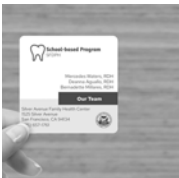


Select Options



Item Total

~~\$4.27~~ \$3.20



Durable Business Cards

In Progress

Expected Delivery Jun 29th

Quantity: 500



Select Options



Item Total

~~\$205.00~~ \$213.75



Vinyl Banners

In Progress

Expected Delivery Jun 29th

Quantity: 2



Select Options



Item Total

~~\$77.99~~ \$58.49

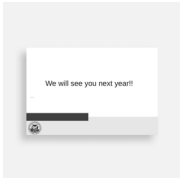


Postcards

In Progress

Expected Delivery Jun 29th

Quantity: 1000



Select Options



Item Total

~~\$100.99~~ \$75.74



Vinyl Banners

In Progress

Expected Delivery Jun 29th

Quantity: 1



Select Options



Item Total

~~\$66.99~~ \$50.24

Clear Form

SAN FRANCISCO PUBLIC HEALTH FOUNDATION (Tax ID# 94-3117093)
 1 Hallidie Plz Ste 808
 San Francisco, CA 94102
 PH 415-504-6738 • FAX 415-520-0471
 Email: paymentrequests@sfphf.org
www.sfphf.org

PROGRAM DISBURSEMENT REQUEST FORM

Kids Dental

Date: 06/22/2023
 Name of Payee: Yeti Phone: 1-512-402-5895
 Address: 7601 Southwest Parkway Austin, TX 78735
 Amount Requested: \$ 5,702.81 Date Needed: 06/27/2023
 Requested by: Mercedes Waters Phone: _____
 Address: 1525 Silver Ave
San Francisco, Ca 94134
 Purpose of Request: Client Incentives

Payment should be Mailed to the Payee Mailed to the Requester Online/Credit card Payment ACH Payment / Direct Deposit

EXPENSE CATEGORY

	Amount
5030 – Client Incentives	\$ 5,702.81
5040 – Consultant/Subcontract/Stipend	
5091 – Meeting Expenses (Food)	
5150 – Miscellaneous/Other	
5170 – Printed Materials	
5190 – Staff/volunteer recognition	
5260 - Supplies	
5300 - Training	
5310 – Travel	
5320 – Website & Other Computer Expenses	
TOTAL	\$ 5,702.81

Project Director or designee

DocuSigned by:

Mercedes Waters

Date: 06/22/2023

Deputy Director's
Signature

DocuSigned by:

Jeff Drew

Date: 06/22/2023 | 2:58 PM PDT

(Second signature is required for requests of \$1,000 or more.)



QUOTE DETAIL

QUOTE: Q-404255

QUOTE STATUS
Quote Approved

CREATED: Jun 21, 2023

EXPIRES: Jul 6, 2023

PREPARED BY: Tiffany S.



Quote Created

Internal Review

Art Approved

Quote Approved

NOTE FROM YETI

Hi Deanna
Thanks for approving your quote! Below is what was approved. There's nothing more you need to do on this page. We will contact you with your order details in the next 2 business days.

SHIPPING

SHIPPING ADDRESS

Ship To: San Francisco Department of Public Health Dental Services
Attn: To: Deanna Aquello 650-440-0001
1525 Silver Avenue
San Francisco, CA, 94134
650-440-0001

SHIPPING METHOD

Ground FREE

BILLING & PAYMENT

San Francisco Department of Public Health Dental Services
1 Hallidie Plz Ste 808
San Francisco, CA, 94102
650-440-0001

Your Rems (1)



Rambler 36 oz Bottle Chug
Custom Navy
COLOR: Navy
QTY: 100
PRICE: USD \$58.00



FRONT



BACK

ART APPROVED @

REQUEST CHANGES @

Item(s) Subtotal:	USD \$5500.00
Front Embelishment:	USD \$500.00
Discount:	USD -\$750.00
Subtotal:	USD \$4669.99
Total:	USD \$5250.00
Cost per unit:	USD \$52.50

QUOTE SUMMARY

Subtotal	USD \$4669.99
Discount	USD \$750.00
Shipping	USD \$0.00
Sales Tax	USD \$452.81
TOTAL	USD \$5702.81

AVERAGE PRODUCTION TIMELINES: (EXCLUDE WEEKENDS)



Custom Drinkware: 15-20 Business Days.
Custom Soft Coolers: 3-4 Weeks. Custom
Hard Coolers: 8-10 Weeks. Shipping
averages 5 business days. *Timelines are
estimated

INVENTORY



This quote is not a guarantee of available
product as inventory levels can change
quickly. We will confirm inventory for you
prior to placing your order.

PAYMENT



For all customers not on terms, 100%
payment is due prior to customization.
Payment may be made by Credit Card, Check,
or ACH Transfer.

DROP SHIPPING



All product must be shipped to one location.
We're unable to drop-ship to individual
locations.

SHIPPING METHOD



If applicable, shipping fees are located at the
top of the quote next to the "shipping" field.
All products will ship according to availability
and production time.



BUILT FOR THE WILD.

In 2006, we founded YETI Coolers with a simple mission: build the hard cooler we'd use every day. We've since expanded into other outdoor product categories, yet never given up on our mission to build products to improve your time in the wild. Product innovation and firsthand experience in the field continue to be our basis of expansion into designing ultra-durable and portable soft coolers, insulated drinkware, waterproof and everyday bags and backpacks, dog bowls and beds, and other outdoor gear, each with its own line of accessories. Every YETI product performs when it matters most—whether that be a trip into the remote Alaskan wilderness, chasing tarpon on the Florida coast, even just in the backyard with friends.

FOLLOW US

CUSTOMER SUPPORT

- [Help](https://www.yeti.com/en_US/help-quote.html) (https://www.yeti.com/en_US/help-quote.html)
- [FAQ](https://www.yeti.com/en_US/faq.html) (https://www.yeti.com/en_US/faq.html)
- [Contact](https://www.yeti.com/en_US/contact-us.html) (https://www.yeti.com/en_US/contact-us.html)
- [Order Status](https://www.yeti.com/order-track) (https://www.yeti.com/order-track)
- [Shipping + Returns](https://www.yeti.com/en_US/shipping-and-returns.html) (https://www.yeti.com/en_US/shipping-and-returns.html)
- [Register Your YETI](https://www.yeti.com/en_US/register-product) (https://www.yeti.com/en_US/register-product)
- [Product Recall](https://www.yeti.com/en_US/product-recall.html) (https://www.yeti.com/en_US/product-recall.html)

COMPANY

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- [Corporate Sales](https://www.yeti.com/en_US/corporate-sales-program.html) (https://www.yeti.com/en_US/corporate-sales-program.html)
- [Dealer Locator](https://www.yeti.com/find-a-dealer.html) (https://www.yeti.com/find-a-dealer.html)
- [Dealer Resources](https://www.yeti.com/dealers.html) (https://www.yeti.com/dealers.html)

PRIVACY & COMPLIANCE

- [Privacy Policy](https://www.yeti.com/en_US/privacy-policy.html) (https://www.yeti.com/en_US/privacy-policy.html)
- [Do Not Sell My Personal Information](https://www.yeti.com/etp/etpcreate?types=1) (https://www.yeti.com/etp/etpcreate?types=1)
- [Terms & Conditions](https://www.yeti.com/en_US/terms-conditions.html) (https://www.yeti.com/en_US/terms-conditions.html)
- [California Transparency Act](https://www.yeti.com/en_US/california-transparency-act.html) (https://www.yeti.com/en_US/california-transparency-act.html)
- [Site Map](https://www.yeti.com/en_US/etp.html) (https://www.yeti.com/en_US/etp.html)



1 Hallidie Plaza, Suite 808, San Francisco, CA 94102
415-504-6738 || fax: 415-520-0471 || info@sfphf.org

Tuesday, December 19, 2023

Drew Murrell
Controller
San Francisco Department of Public Health
101 Grove St
San Francisco CA 94102

RE: Donations to the San Francisco Department of Public Health for the Fiscal Year of 2023.

Dear Drew,

Please let this letter serve as a record of the donations sent to the San Francisco Department of Public Health for fiscal year 2023, totaling \$57,264.40. We appreciate the opportunity to help the Department of Public Health with its needs.

This letter also confirms that the donations were outright gifts, with no terms or stipulations attached.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads 'Jennifer Harrington'.

6831BD6F4F59438...

Jennifer Harrington
Executive Director
San Francisco Public Health Foundation



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

To: Josephine Liu (CON)

From: Drew Murrell (DPH)

DocuSigned by:

Drew Murrell

00F477D422F6463...

CC: Jocelyn Quintos (CON), Natalie Encarnatcion(CON), Anna Liang (CON), Greg Wong (DPH), Christina Chiong (DPH)

Date: 04/10/2024

Re: SF Public Health Foundation Donations FY 23 & 24

This memo attests DPH's Grant and Gift Accept and Expend practice for FY 23 and FY 24 donations from the San Francisco Public Health Foundation (Foundation), pursuant to the applicable MOUs between DPH and the Foundation.

In accordance with the November 2023 Board of Supervisors adopted MOU, including Article 3A. Annual Needs Assessment, DPH staff is not involved in the choice of suppliers/vendors and only provides advisory insights related to the impact of the gift on clinical care or operations. For clarity, DPH does not request or direct the Foundation's selection of a supplier/vendor.

In addition, DPH confirms that for FY24, 1-line journal entry will be recorded in FM13 to document the Foundation in-kind donation gifts.



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

Tuesday, May 21, 2024

San Francisco Public Health Foundation
1 Hallidie Plz, Ste 808,
San Francisco, CA 94102

Dear Jennifer Harrington,

Thank you for your contribution of In-kind gifts received for the fiscal year of 2023. Please keep this written acknowledgement of your gift to the City for your tax records.

Description of Donated Property:

(It is the responsibility of the donor to estimate the fair market value of donated items)

Description of Donated property	Quantity	Cash Value	Financial Interest
In-kind	1	\$57,264.40	Contract Provider

No goods or services were provided by the City in connection with the gift.

Thank you for your support!

Very truly yours,

DocuSigned by:

40CFE25DD8B4464...

Dr. Grant Colfax
Director of Health
Department of Public Health
San Francisco CA 94102
Jenny Louie, CFO for

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH AND
THE SAN FRANCISCO PUBLIC HEALTH FOUNDATION

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), is made and entered into as of June 1, 2023, by and between the City and County of San Francisco (“City”), acting by and through its Department of Public Health (“Department”) and the San Francisco Public Health Foundation, a California non-profit public benefit corporation (“Foundation”) for the benefit of the Department. On May 2, 2023, the San Francisco Health Commission (“Commission”) approved this MOU with the adoption of Resolution No. 23-02. On July 18, 2023, the San Francisco Board of Supervisors approved this MOU with the adoption of Resolution No. 363-23 / File No. 230673.

ARTICLE 1

This MOU sets forth the terms that further the parties’ common purposes of promoting public health by (1) developing and maintaining the highest level of service and excellence in care provided by the Department and (2) ensuring the availability of funding to support programs, capital, and equipment needs for the Department and the patient community served by the Department.

Background

- A. **The Department.** The Department is a department of the City and County of San Francisco (“City”) governed by the Commission, the San Francisco Board of Supervisors, and the Director of Health (“Director”). The Department and the Commission manage and control the City’s hospitals, emergency medical services, and in general provide for the preservation, promotion and protection of the physical and mental health of the residents of the City, except where the Charter grants such authority to another officer or department.
- B. **The Foundation.** The Foundation is a non-profit 501(c)(3) corporation and is a legally distinct entity from the City. The City does not have oversight of the Foundation. The Foundation’s specific purpose is to generally support and enhance the public activities and purposes of the Department, including without limitation, supporting Department educational programs and funding, supporting conferences and publications related to public health issues, and funding and supporting Department organizational and operational activities (“Specific Purpose”).

ARTICLE 2

Fiscal Support of the Department

- A. **Annual Funding from the Foundation.** The Foundation shall work with the Department to determine, on an annual basis, the amount of support the Foundation intends to raise and expend for the purpose of enhancing funding for the Department’s programs, services, and operations. The monies thus determined shall be referenced as “Annual Support” and will consist of both: (1) restricted funds; and (2) unrestricted funds to support the Department. Each year the Department and the Foundation will coordinate to establish fundraising priorities to align the Department’s needs with opportunities for philanthropic support by the Foundation.
- B. **Capital Campaigns and Special Fundraising Projects.** In addition to Annual Support, the Foundation may raise and expend funds for capital and special projects at the Department upon mutual agreement of the Department and the Foundation. The terms and conditions for each such capital campaign and special fundraising request that the Foundation agrees to support will be detailed in addenda to this MOU, as further defined in Article 3 of this MOU.

- C. **Acceptance of Donations.** The Department will obtain all requisite final approvals, including as appropriate by the Board of Supervisors (“Board”) and/or Commission, to accept donations from the Foundation to the extent required by the San Francisco Administrative Code or other applicable law. The Foundation will attend any Board or Commission hearings regarding the acceptance of donations, if required.
- D. **Donations of Goods and Services for City Staff Celebrations.**
1. **Events.** The Department will not request, and the Foundation will not provide, any donation of funds to be expended in connection with events for City staff, including but not limited to Department holiday parties, unless the events are open to members of the public on the same terms as City staff.
 2. **Services.** If the Foundation procures services, the Department will not request or direct the Foundation’s selection of a vendor or provider for those services but the Department may upon request provide advisory insights related to the impact of the proposed service on clinical care or operations. All decisions regarding the Foundation’s procurement of vendors or providers will be made by the Foundation without interference or involvement by the Department.
- E. **Requests for Annual Support Disbursement.** The Director, or any employee designated in writing by the Director, will submit written requests to the Foundation for Annual Support disbursement(s). If approved by the Foundation, the Parties will document the Annual Support disbursement by use of the Grant/Gift funding process set forth in Section F, below.
- F. **Grant/Gift Funding Process.** All Annual Support disbursements must follow the City’s Accept and Expend process. All Foundation Gift/Grants must be documented and approved as follows:
1. **Gift/Grant Agreement:** All Gift/Grants must be documented in writing. Each agreement must be completed as appropriate for each funding event, approved as to form by the San Francisco City Attorney, and approved and executed by the Director or their designee.
 - a. ***Specific Use Funds:*** The completed Grant/Gift agreement between the City and the Foundation must detail all funding restrictions and funding obligations to proceed through the Accept and Expend process, and must include a completed Donor Disclosure Form as an attachment, a sample of which is attached here as Exhibit B. Upon request, the City Attorney and/or the Department may inspect the agreement between the donor and the Foundation.
 - b. ***General Use Funds:*** The final Grant/Gift agreement must detail how the Department will spend unrestricted funds.
- A sample Gift/Grant Donation Form is attached as Exhibit D.

ARTICLE 3

Parties’ Cooperative Operation

- A. **Annual Needs Assessment.** By March of each year, the Parties shall establish an annual needs assessment for the coming fiscal year with specific outcomes and objectives (“Needs Assessment”). The Needs Assessment will include, but need not be limited to: the planning, organization and implementation of donation and fundraising programs; special events; staffing plans sufficient to implement Department programming; marketing and advertising; and strategic partnerships. The Department and the Foundation both will post a copy of the Needs Assessment on their respective websites.

- B. **Annual Budget.** Annually, the Foundation and the Department will develop and submit a budget plan for Foundation support of the Department, for inclusion in the Department's budget proposal to the City for the following fiscal year.
- C. **Educational Programming.** In conjunction with and subject to the approval of the Director, the Foundation shall collaborate in the development and provision of educational programming at the Department.
- D. **Capital Improvements.** The terms applicable to future capital campaigns and special fundraising projects will be detailed in separate agreements (e.g., capital campaign agreement, special fundraising project agreement, gift agreement, and/or grant agreement), as applicable, setting forth the procedures for the design, approvals, funding and execution of such improvements. Approval of this MOU does not constitute approval of any future capital campaigns and special fundraising projects.
- E. **Marketing.** The Parties shall work together to market the Department's programs and services.
- F. **Fundraising.** Consistent with the Needs Assessment, the Foundation in conjunction with the Department shall plan, organize and implement donation and fundraising programs for the benefit of the Department.
- G. **Meetings.** The Department and the Foundation shall convene regular meetings to discuss the status of Department programs and projects and how the Foundation can support these activities, including potential donor cultivation strategies and communication plans.
- H. **Administrative Expenses.** The Parties agree that the Foundation may retain a percentage of all grants and gifts raised to support the Foundation's programs, advocacy, and operating costs according to the scale listed below. The Foundation must disclose the administrative fee to all potential donors.
 - a. For gift or grants of less than \$250,000 the Foundation may not retain more than 10% of the value of the gift or grant;
 - b. For gift or grants between \$250,000 to \$499,999 the Foundation may not retain more than 7% of the value of the gift or grant;
 - c. For gift or grants between \$500,000 to \$999,999 the Foundation may not retain more than 5% of the value of the gift or grant
 - d. For gift or grants of more than \$1,000,000 the Foundation may not retain more than 2% of the value of the gift or grant;
 - e. Any bank or credit card processing or pass-through fees of any kind charged on the donation will count towards the Foundation's retention.

ARTICLE 4

Disclosure Obligations; Financial Reporting and Auditing

- A. **Disclosure Obligations; Financial Reporting and Auditing.** The parties shall comply with the additional provisions regarding disclosures, financial reporting, and auditing attached hereto as Exhibit A ,which are fully incorporated herein.

ARTICLE 5

Use of Department Property

- A. **Grant of Permission to Use Property.** Subject to the terms and conditions set forth in this MOU, and with advance written approval by the Director, the Department confers to the Foundation, including all agents, employees, volunteers, contractors, representatives and other

persons designated by the Foundation (collectively, its “Agents”), a personal and exclusive permit to enter upon and use the Department’s property for the exclusive rights to conduct classes, to hold events, to display and disseminate Foundation promotional materials, to collect donations, or any other reason that is approved by the Director and advances the Specific Purpose set forth in Article 1 of this MOU. In addition, the Department confers to the Foundation the nonexclusive right to enter and use the Department’s property, not otherwise leased to the Foundation, as necessary in order to perform its obligations under this MOU. This MOU gives the Foundation a permit only, subject to the discretion of the Director, and notwithstanding anything to the contrary herein, this MOU does not constitute a grant by the City of any ownership, leasehold, easement or other property interest or estate whatsoever in the property, not otherwise leased to the Foundation, or any portion thereof.

- B. **Damage to Property.** If any portion of the Department’s property or any property of the City located on or about the Department’s property is damaged by the Foundation or any of its Agents, except for ordinary wear and tear from operation of the property, the Foundation shall promptly repair any and all such damage and restore the affected property to its previous condition or pay the City to repair and restore the property. The Foundation shall use reasonable efforts to ensure that all users of the Department’s property comply with all rules, regulations, or restrictions that the Director may adopt from time to time.

ARTICLE 6

Miscellaneous Items

- A. **Term.** The initial term of the MOU is 10 years (the “Term”) commencing on June 1, 2023 (the “Commencement Date”), provided, however, that either Party may, in its respective sole and absolute discretion, terminate this MOU any time upon 90 days advance written notice to the other Party. In no event may the term of this MOU extend beyond ten years without formal approval of the San Francisco Board of Supervisors acting in its sole discretion. Any extension approved by the Board would require a formal MOU amendment executed and approved in the same manner as the original.
- B. **Employer Taxes and Liability.** Employees, officers, or volunteers of the Foundation shall under no circumstances be deemed employees of the City due to their status as an employee, officer, or volunteer of the Foundation. The Foundation shall be responsible for any employer taxes and liabilities relating to its employees.
- C. **Liens and Encumbrances.**
1. **Liens.** During the Term, the Foundation shall keep the Department free from any liens arising out of any work performed in furtherance of this MOU, material furnished or obligations incurred by the Foundation or for the Department.
 2. **Encumbrances.** The Foundation shall not create, permit, or suffer any liens or encumbrances affecting the Department or any portion of the Department’s or the City’s interest therein.
 3. **Books and Records; Audit.** The Department and the Controller and any duly authorized agent or representative of the City shall have the right to examine the books and records of the Foundation associated with the Foundation’s in-kind gifts and services and cash monies to the Department, consistent with federal and state guidelines at any time upon prior reasonable notice during normal business hours for the purpose of auditing the same, including, at the City’s discretion and expense, a formal independent audit conducted by the Controller’s Audit Division for monies associated with the Foundation’s in-kind gifts and services, and cash monies to the Department.

4. **Possessory Interest Tax.** The parties do not intend hereby to establish a possessory interest. In the event, however, that it is determined that this MOU creates a possessory interest subject to property taxation, the Foundation agrees to pay any such levied tax.
 5. **Taxes, Assessments, Licenses, Permit Fees, and Liens.** The Foundation shall pay any and all real and personal property taxes, general and special assessments, excises, licenses, permit fees, and other charges and impositions of every description levied on or assessed against the Foundation's personal property. The Foundation shall make all such payments directly to the charging authority when due and payable, and in any case, reasonably prior to delinquency.
- D. **Insurance.** As of the Commencement Date, subject to approval by the City's Risk Manager of the insurers and policy forms, the Foundation shall place and maintain, throughout the term of this MOU, the following insurance policies:
1. Comprehensive general liability insurance with limits not less than \$1,000,000 for each occurrence, and \$2,000,000 general aggregate for bodily injury and property damage, or in such greater amount and limits as the City may reasonably require from time to time, including coverage for contractual liability, personal injury, broadform property damage, products and completed operations. Any deductible under such policy shall not exceed \$10,000 for each occurrence; and
 2. As applicable, business automobile liability insurance with limits not less than \$1,000,000 for each occurrence, combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired automobiles. Any deductible under such policy shall not exceed \$10,000 for each occurrence; and
 3. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness.
 4. The liability insurance policies required under subsections (1) through (3) above shall be endorsed to name as an additional insured the City and its respective officers, agents, and employees, including the Director. Said policies shall be endorsed to provide that the insurer waives all rights of subrogation against the City.
 5. Should any of the required insurance be provided under a form of coverage that includes a general aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
 6. If the Foundation engages any subcontractor(s) to undertake or perform significant repairs or improvements on City property, the Foundation shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Foundation as additional insureds.
 7. All policies shall be endorsed to provide 30 days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section of this MOU entitled "Notices."
 8. All insurance and surety companies are subject to approval as to coverage forms and financial security by the Director. The Foundation shall furnish the Department certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth

above. Approval of the insurance by City shall not relieve or decrease the Foundation's liability hereunder.

- E. **Indemnity.** The Foundation shall defend, indemnify, and hold City, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this MOU, including for infringement of intellectual property, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Foundation, its officers, agents or employees.

City shall defend, indemnify, and hold the Foundation, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this MOU, including for infringement of intellectual property, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the City, its officers, agents or employees.

- F. **Assignment.** This MOU is personal to the Foundation. Except as specifically provided herein, the Foundation shall not assign, transfer, or encumber its interest in this MOU or any other right, privilege, or license conferred by this MOU, either in whole or in part, without obtaining the prior written consent of the City, which the City may give or withhold in its sole and absolute discretion; provided, however, that the Foundation may assign its interest in this MOU to a non-profit public benefit corporation formed by the Foundation for the purpose of performing the obligations hereunder and reasonably approved in advance by the Director, and subject to any required approvals by City boards or commissions. Any assignment or encumbrance without the City's consent shall be voidable and, at the City's election, shall constitute a material default under this MOU.

- G. **MacBride Principles – Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this MOU on behalf of the Foundation acknowledges and agrees that he or she has read and understood this section.

- H. **Tropical Hardwood and Virgin Redwood Ban.** Pursuant to Section 804(b) of the San Francisco Environment Code, City urges all entities with which it contracts not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood, or virgin redwood wood product.

- I. **Non-Liability of City Officials, Employees and Agents.** Notwithstanding anything to the contrary in this MOU, no elective or appointive board, commission, member, officer, employee, or agent of the City shall be personally liable to the Foundation, its successors and assigns, in the event of any default or breach by the City or for any amount which may become due to the Foundation, its successors and assigns, or for any obligation of the City under this MOU.

- J. **Controller's Certification of Funds. (No Cost MOU - Reserved)**

- K. **Nondiscrimination; Penalties.** In the performance of this MOU, the Foundation agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, height, weight, disability, AIDS/HIV status, weight, height, or association with members of classes protected under this paragraph or in retaliation for opposition to such discrimination, against any employee or volunteer of, any City employee working with, or any applicant for employment with, the Foundation in any of the Foundation's operations within the

United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by the Foundation.

L. Conflicts of Interest and Statement of Incompatible Activities.

1. By executing this MOU, the Foundation certifies that it does not know of any fact which constitutes a violation of Article III, Chapters 2 and 6 of City's Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 et seq.), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 et seq.), and further agrees promptly to notify the City if it becomes aware of any such fact during the term of this MOU. For example, the Foundation will notify the Department if it becomes aware that any Department employee or officer participates in a decision in which the employee or officer, or a member of their family, has a financial interest.
2. The Department's Statement of Incompatible Activities ("SIA") was adopted under San Francisco Campaign & Governmental Conduct Code Section 3.218. In general, the SIA (1) prohibits outside activities that are incompatible with the Department's mission; (2) restricts the use of City resources, City work-product and prestige for any non-City purpose, including any political activity or personal purpose; and, (3) prohibits receipt or acceptance of gifts in exchange for doing the employee's job. A copy of the SIA is attached to this MOU as Exhibit C. The Foundation agrees that it will not knowingly cause Department staff to violate the SIA.
3. To ensure compliance with this Section, the Foundation shall ensure that no employee or officer of the Department is a member of the Foundation's board of directors or otherwise holds a fiduciary position with the Foundation, and that no employee or officer of the Department and no member of an employee or officer's immediate family receives income from the Foundation.

Exception: The Director of Public Health or their designee ("Director") may serve as a member of the Foundation's Board of Directors without voting power by virtue of his or her office, referred to hereinafter as "Ex-Officio Member". In addition, the President of the Health Commission or designee may serve as an ex-officio member of the Foundation's Board. The Director and Commission President as ex-officio members of the Board have all of the rights and responsibilities including attendance and participation at meetings, as other directors.

M. Intellectual Property; Grant of License. Except as otherwise provided, no intellectual property rights, including without limitation any trademarks, copyrights, trade names, service marks, images and technology of either Party, are transferred by this MOU, and all such intellectual property rights are and shall remain the property of each respective party.

1. **Logo/Trademark License.** In accordance with San Francisco Administrative Code Section 1.6 governing the use of the City's Seal, if the Foundation wishes to seek permission to use the City's Seal, the Foundation must follow the procedures set forth in Administrative Code Section 1.6 and seek the Board of Supervisors' prior approval. In addition, if the Foundation wishes to use the Department's logo, it must obtain prior written approval from the Department and if the Department or the City wishes to use the Foundation's logo, it must obtain prior written approval from the Foundation.
2. **Merchandising.** The Foundation may develop and produce merchandise for sale related to the Department, including, without limitation, appropriate literature, illustrative materials, and other goods or items that increase the public's understanding of the

mission of the Department and its programs. Such merchandise may bear the name, image, logo, or likeness of the Department (“Branded Merchandise”). The Foundation shall obtain the Department’s prior written approval of the use of the logos before selling or distributing Branded Merchandise. The Foundation shall work with the Department to arrange for the sale of all Branded Merchandise. Either the Foundation or the City also may sell any Branded Merchandise developed hereunder at locations away from the Department (including, without limitation, through catalogs and Internet sites). The Department, in consultation with the Foundation, shall have the right to determine and control the nature, quality and type of Branded Merchandise which may be sold by the Foundation in, or associated with, the name of the Department. The Director or the Director’s designee shall review and approve in advance the production and use of any Branded Merchandise, and to remove any items for sale the Director reasonably deems as inappropriate. In order to protect the goodwill associated with the Department’s name, trademarks, and logos, the Foundation agrees to cooperate with the Department to facilitate the Department’s reasonable control over the nature and quality of the Branded Merchandise. The Foundation also agrees to supply the Department with specimens of the Branded Merchandise from time to time for inspection by the Director on reasonable written request and to offer the Department the first right to purchase all Branded Merchandise upon the termination of this MOU, at acquisition cost.

For clarity, Branded Merchandise does not include the Foundation’s materials that are not created for sale, including, without limitation, fundraising materials, and advocacy materials.

ARTICLE 7

General Provisions

- A. **MOU.** This MOU and any attachments thereto contains the entire agreement between the Department and the Foundation with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the Department and the Foundation relating thereto.
- B. **MOU Amendments.** This MOU can be amended as appropriate and agreed to by both the Department and the Foundation. The party wishing to initiate an amendment should do so in writing and highlight the sections of the current MOU to be amended. All amendments must be in writing and signed by both parties.
- C. **MOU Addenda.** Addenda to this MOU should be limited to capital and special projects that provide more detailed descriptions of outcomes, roles, and responsibilities. All requests to add an addendum to this MOU should be in writing, including the project purpose statement defining the short- and long-term goals of the applicable project and stating the specific fiscal and/or other support requested from a given party. The recipient of the request shall respond in a timely manner and indicate the capacity to participate in the specific capital or special project. Addenda must be in writing, provide project details, define roles and responsibilities, establish timelines, and be signed by both Parties.
- D. **Compliance with Laws.** Each Party shall, at its expense, conduct and cause to be conducted all activities performed under this MOU in a safe and reasonable manner and in compliance with all applicable laws, regulations, codes, ordinances and orders of any governmental or other regulatory entity.
- E. **Events of Default.** Any material failure by the Foundation or the Department to perform any of the terms, conditions, or covenants under this MOU shall constitute a default. Upon written notice of such default by either Party, and failure of the other Party to comply with a reasonable

opportunity to cure such default (in no event less than 30 days), the non-defaulting Party may terminate this MOU without additional notice.

Notices. Except as otherwise expressly provided herein, any notices given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first class mail or certified mail, with a return receipt requested, with postage prepaid, or by overnight courier, addressed as follows:

City	San Francisco Department of Public Health 101 Gove St San Francisco, CA 94102 Attention: Greg Wagner Chief Operating Officer
The Foundation	San Francisco Public Health Foundation Attn: Jennifer Harrington, Executive Director 1 Hallidie Plz, Ste 808 San Francisco CA 94102

Notices herein shall be deemed given two days after the date it was mailed if sent by first class, certified mail, or overnight courier, or upon the date personal delivery is made.

F. General Provisions.

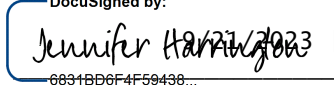
1. Except as otherwise expressly required by the City’s Charter, any ordinance of City or other applicable law, the Director may exercise all rights, powers and privileges on behalf of the City or the Department under this MOU.
2. No waiver by any Party of any of the provisions of this MOU shall be effective unless in writing and signed by an officer or other authorized representative, and only to the extent expressly provided in such written waiver. No waiver shall be deemed a subsequent or continuing waiver of the same, or any other, provision of this MOU.
3. The headings used in this MOU are for convenience of reference only and shall be disregarded in the interpretation of this MOU.
4. Neither Party may record this MOU or any memorandum hereof.
5. This MOU shall be deemed to be made in, and shall be construed in, accordance with the laws of the State of California.
6. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
7. The Foundation’s obligations under this MOU, including the Foundation’ obligations set forth in Exhibit A, shall survive the expiration or other termination of this MOU.

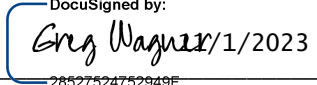
[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this MOU as of the day mentioned above.

San Francisco Public Health Foundation

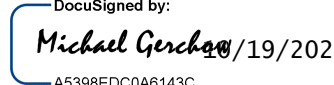
San Francisco Department of Public Health

By:  9/21/2023 | 10:24 AM PDT
Jennifer Harrington
Executive Director

By:  9/1/2023 | 4:22 PM PDT
Grant Colfax
Director Of Health

APPROVED AS TO FORM:

David Chiu
City Attorney

By:  9/19/2023 | 9:24 AM PDT
Michael Gerchow
Deputy City Attorney

APPROVED AS TO FINANCIAL REPORTING AND AUDITING PROVISIONS:

San Francisco Controller

By: _____
Deemed Approved
No changes to Exhibit A
Ben Rosenfield
Controller

Exhibit A

Disclosure Obligations; Recordkeeping and Auditing

- A. **Acknowledgment of Disclosure Obligations under City Law.** San Francisco Administrative Code Section 67.29-6 requires the Department to disclose on its website the amount and source of all money, goods or services worth more than \$100 in the aggregate for the purpose of carrying out or assisting any City function. For all gifts, grants, and other donations received under this MOU, the disclosure must identify the Foundation as the contributor, the amounts contributed, and a statement as to any financial interest the Foundation has involving the City, including a contract, grant, lease, or request for license, permit, or other entitlement for use. Under the Administrative Code, the Department must post this information on its website within 30 days of the date of any such donation. If required by City law, the Department must also disclose this or other information about donations from the Foundation in any related resolution or ordinance submitted to the Board of Supervisors for approval.
- B. **The Foundation's Reporting & Disclosure Obligations.**
1. **Donor and Grant Information.** The Foundation agrees to comply with San Francisco Administrative Code Section 67.29-6 by posting on its website the names of all individuals or organizations that contribute \$100 or more to the Foundation's, by gift, grants, or other instruments, in the form of money, goods, or services, for the purpose of carrying out or assisting the Department's performance of its City functions; the amounts contributed; and a statement as to any financial interest the donor contributing to the Foundation has involving the City, including any donor's contract, grant, lease, or request for license, permit, or other entitlement for use. The Foundation will post this information on its website within 30 days of receipt of any gift, grant or other instrument, and will also provide this information to the Department each year by no later than July 15 for the preceding fiscal year. The Foundation will maintain this donor information on its website until at least the end of the fifth fiscal year after the donation. To ensure compliance with this requirement and to maximize public transparency, the Foundation will not accept anonymous donations from a single source aggregating more than \$100 for purposes covered under this MOU. These provisions shall also apply to any grants received by the Foundation, if those grant funds are transferred to the City for the purpose of carrying out or assisting any City function.
 2. **Financial Reports.** The Foundation will provide to the Department and the Department will upload a PDF (searchable text) copy of the Foundation's annual audited financial report and IRS Form 990 annual tax return into the City's financial system as part of the MOU documentation and prior to City's execution of this MOU. The annual audited financial report filings provided by the Foundation must include detailed information about the Foundation's total sources and uses of funds and also the sources and uses of funds dedicated to support the Department covered under this MOU, the names of the Foundation's Board of Directors and Officers, and the names of any and all payees of Funds covered by this MOU, including consultants, contractors and subcontractors and any current or past City employees paid and any funds provided directly to the City Department to support the Department's functions including but not limited to employee recognition and public events. Additionally, the Foundation will post its audited financial report and its IRS Form 990 and all related tax return schedules on its website annually within 60 days of the completion of each.
 3. **Links to the Foundation Website.** The Department will provide a link on its website to the Foundation's website for the public to readily access the information required under this MOU. The Foundation will also post this MOU on its website along with copies of any other copies of Grant Awards or other City Contracts and MOU Agreements with any City Department including the Department covered by this MOU.

4. **The Foundation's Supplier Registration.** As part of the MOU Agreement execution, the Foundation must register and submit an IRS Form W-9 through the SF City Partner portal, a complete copy of their most recent IRS Form 990 tax return and complete their Approved Supplier set up through the Controller's Supplier Management Unit.
5. **The Foundation's Invoices through SF City Partner Online (eSettlements) site.** If the MOU Agreement includes invoicing by the Foundation's to the City Department, all invoices must be submitted online with any/all required supporting documentation through the SF City Partner portal's Online eSettlements site.

C. **Recordkeeping and Auditing.**

1. **Recordkeeping.** The Foundation will maintain books and records relating to this MOU, in accordance with generally accepted accounting practices consistently applied, that contain all information required to allow the Department and/or the City's Controller, at their discretion, to audit the Foundations' records and to verify contributions and expenditures in accordance with this MOU.
2. **Auditing.** The Foundation shall make such books and records relating to this MOU available to the Department and/or the City's Controller (or their representatives) upon commercially reasonable prior written notice, but in no event more than ten (10) days after such notice is provided to conduct an audit. The Foundation shall retain and shall allow the Department and/or the City's Controller to access such books and records for a period of the later of (i) five (5) years after the end of each year to which such books and records apply, (ii) five (5) years after the issuance date of the Foundation's audited financial statement or the IRS Form 990 annual tax return to which such books and records apply, or (iii) if an audit is commenced or if a controversy should arise between the parties hereto regarding the contributions or expenditures hereunder, until such audit or controversy is terminated.

Exhibit B
Donor Disclosure Form

DONOR DISCLOSURE FORM

Thank you for your support of the San Francisco Public Health Foundation (“Foundation”). In order to comply with Mayor London Breed’s September 2020 directive and San Francisco’s voter-approved Sunshine Ordinance (*listed below*), which was crafted to ensure transparency when donations are made that benefit City departments, the Foundation is obligated to complete this Donor Disclosure Form and provide the following information:

Contributor & Contribution Information:

Name: _____

Date: _____

Address: _____

Phone: _____

Contribution Amount/Estimated Value: \$ _____

Money, Goods, Services (description): _____

The above address is a: _____ Business _____ Residence

Financial Interest:

Please check the appropriate box(es) that describe your financial interest with the City.

No Financial Interest

Contract with the City

(Please describe): _____

Grant from the City

(Please describe): _____

Lease of Space to or from the City

(Please describe): _____

City License, Permit, or Entitlement for Use

(Please describe): _____

Other Financial Interest

(Please describe): _____

Pending Financial Interest

(Please describe): _____

San Francisco Administrative Code Chapter 67 section 67.29-6 (Sources of Outside Funding) provides:

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

Signature

Date

Please return this form at your earliest convenience to: San Francisco Public Health Foundation, Attn: Gift Compliance, 1 Hallidie Plz, Ste 808, San Francisco, CA 94102.

Please contact jharrington@sfphf.org should you have any questions. Thank you once again for your generous support.

Exhibit C
Statement of Incompatible Activities

DEPARTMENT OF PUBLIC HEALTH AND HEALTH COMMISSION

STATEMENT OF INCOMPATIBLE ACTIVITIES

I. INTRODUCTION

This Statement of Incompatible Activities is intended to guide officers and employees of the San Francisco Department of Public Health (“Department”) and Health Commission about the kinds of activities that are incompatible with their public duties and therefore prohibited. For the purposes of this Statement, and except where otherwise provided, “officer” shall mean the executive director (“director”) and a member of the Health Commission; and “employee” shall mean all employees of the Department.

This Statement is adopted under the provisions of San Francisco Campaign & Governmental Conduct Code (“C&GC Code”) section 3.218. Engaging in the activities that are prohibited by this Statement may subject an officer or employee to discipline, up to and including possible termination of employment or removal from office, as well as to monetary fines and penalties. (C&GC Code § 3.242; Charter § 15.105.) Before an officer or employee is subjected to discipline or penalties for violation of this Statement, the officer or employee will have an opportunity to explain why the activity should not be deemed to be incompatible with his or her City duties. (C&GC Code § 3.218.) Nothing in this document shall modify or reduce any due process rights provided pursuant to the officer’s or employee’s collective bargaining agreement.

In addition to this Statement, officers and employees are subject to Department policies and State and local laws and rules governing the conduct of public officers and employees, including but not limited to:

- Political Reform Act, California Government Code § 87100 *et seq.*;
- California Government Code § 1090;
- San Francisco Charter;
- San Francisco Campaign and Governmental Conduct Code;
- San Francisco Sunshine Ordinance;
- Applicable Civil Service Rules;
- ***Department Compliance Program; and***
- ***Department Code of Conduct.***

Nothing in this Statement shall exempt any officer or employee from applicable provisions of law, or limit his or her liability for violations of law. Examples provided in this Statement are for illustration purposes only, and are not intended to limit application of this Statement. Nothing in this Statement shall interfere with the rights of employees under a collective bargaining agreement or Memorandum of Understanding applicable to that employee.

Nothing in this Statement shall be construed to prohibit or discourage any City officer or employee from bringing to the City’s and/or public’s attention matters of actual or perceived malfeasance or misappropriation in the conduct of City business, or from filing a complaint alleging that a City officer or employee has engaged in improper governmental activity by violating local campaign finance, lobbying, conflicts of interest or governmental ethics laws, regulations or rules; violating the California Penal Code by misusing City resources; creating a specified and substantial danger to public health or safety by failing to perform duties required by the officer’s or employee’s City position; or abusing his or her City position to advance a private interest.

No amendment to any statement of incompatible activities shall become operative until the City and County has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

If an employee has questions about this Statement, the questions should be directed to the employee's supervisor or to the director. Similarly, questions about other applicable laws governing the conduct of public employees should be directed to the employee's supervisor or the director, although the supervisor or director may determine that the question must be addressed to the Ethics Commission or City Attorney. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

If a City officer has questions about this Statement, the questions should be directed to the officer's appointing authority, the Ethics Commission or the City Attorney.

II. MISSION OF THE DEPARTMENT OF PUBLIC HEALTH AND HEALTH COMMISSION

The mission of the Department of Public Health and Health Commission is to protect and promote the health of all San Franciscans. (San Francisco Charter Section 4.110; San Francisco Administrative Code, Chapter 15; and San Francisco Health Code, Article 3.)

III. RESTRICTIONS ON INCOMPATIBLE ACTIVITIES

This section prohibits outside activities, including self-employment, that are incompatible with the mission of the Department. Under subsection C, an officer or employee may seek an advance written determination whether a proposed outside activity is incompatible and therefore prohibited by this Statement. Outside activities other than those expressly identified here may be determined to be incompatible and therefore prohibited. For an advance written determination request from an employee, if the director delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the director.

A. RESTRICTIONS THAT APPLY TO ALL OFFICERS AND EMPLOYEES

1. ACTIVITIES THAT CONFLICT WITH OFFICIAL DUTIES

No officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that conflicts with his or her City duties. An outside activity conflicts with City duties when the ability of the officer or employee to perform the duties of his or her City position is materially impaired. Outside activities that materially impair the ability of an officer or employee to perform his or her City duties include, but are not limited to, activities that disqualify the officer or employee from City assignments or responsibilities on a regular basis. Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

[RESERVED.]

2. ACTIVITIES WITH EXCESSIVE TIME DEMANDS

Neither the director nor any employee may engage in outside activity (regardless of whether the activity is compensated) that would cause the director or employee to be absent from his or her assignments on a regular basis, or otherwise require a time commitment that is

demonstrated to interfere with the director's or employee's performance of his or her City duties.

Example. An employee who works at the Department's front desk answering questions from the public wants to take time off every Tuesday and Thursday from 2:00 to 5:00 to coach soccer. Because the employee's duties require the employee to be at the Department's front desk during regular business hours, and because this outside activity would require the employee to be absent from the office during regular business hours on a regular basis, the director or his/her designee may, pursuant to subsection C, determine that the employee may not engage in this activity.

3. ACTIVITIES THAT ARE SUBJECT TO REVIEW BY THE DEPARTMENT

Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, no officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that is subject to the control, inspection, review, audit or enforcement of the Department. ***Nothing in this subsection prohibits any employee or officer from working for or receiving income or compensation from a health care provider network subject to review of the Department.*** In addition to any activity permitted pursuant to subsection C, nothing in this subsection prohibits the following activities: appearing before one's own department or commission on behalf of oneself; filing or otherwise pursuing claims against the City on one's own behalf; running for City elective office; or making a public records disclosure request pursuant to the Sunshine Ordinance or Public Records Act. ***Except as expressly provided, nothing in this subsection prohibits any employee from engaging in volunteer activities on behalf of a non-profit charitable organization as long as the employee does not personally participate in decisions for the Department regarding that organization.*** Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

Assistance in Responding to City Bids, RFQs and RFPs. No officer or employee may knowingly provide selective assistance (i.e., assistance that is not generally available to all competitors) to individuals or entities, ***including non-profit charitable organizations for whom an officer or employee volunteers***, in a manner that confers a competitive advantage on a bidder or proposer who is competing for a City contract. Nothing in this Statement prohibits an officer or employee from providing general information about a bid for a City contract, a Department Request for Qualifications or Request for Proposals or corresponding application process that is available to any member of the public. Nothing in this Statement prohibits an officer or employee from speaking to or meeting with individual applicants regarding the individual's application, provided that such assistance is provided on an impartial basis to all applicants who request it.

B. RESTRICTIONS THAT APPLY TO EMPLOYEES IN SPECIFIED POSITIONS

In addition to the restrictions that apply to all officers and employees of the Department, unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section for individual employees holding specific positions.

[RESERVED.]

C. ADVANCE WRITTEN DETERMINATION

Department of Public Health and Health Commission Statement of Incompatible Activities

As set forth below, an employee of the Department or the director or a member of the Health Commission may seek an advance written determination whether a proposed outside activity conflicts with the mission of the Department, imposes excessive time demands, is subject to review by the Department, or is otherwise incompatible and therefore prohibited by section III of this Statement. For the purposes of this section, an employee or other person seeking an advance written determination shall be called “the requestor”; the individual or entity that provides an advance written determination shall be called “the decision-maker.”

1. PURPOSE

This subsection permits an officer or employee to seek an advance written determination regarding his or her obligations under subsections A or B of this section. A written determination by the decision-maker that an activity is not incompatible under subsection A or B provides the requestor immunity from any subsequent enforcement action for a violation of this Statement if the material facts are as presented in the requestor’s written submission. A written determination cannot exempt the requestor from any applicable law.

If an individual has not requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement.

Similarly, if an individual has requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement if:

- (a) the requestor is an *employee* who has not received a determination under subsection C from the decision-maker, and 20 working days have not yet elapsed since the request was made; or
- (b) the requestor is an *officer* who has not received a determination under subsection C from the decision-maker; or
- (c) the requestor has received a determination under subsection C that an activity is incompatible.

In addition to the advance written determination process set forth below, the San Francisco Charter also permits any person to seek a written opinion from the Ethics Commission with respect to that person's duties under provisions of the Charter or any City ordinance relating to conflicts of interest and governmental ethics. Any person who acts in good faith on an opinion issued by the Commission and concurred in by the City Attorney and District Attorney is immune from criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request. Nothing in this subsection precludes a person from requesting a written opinion from the Ethics Commission regarding that person's duties under this Statement.

2. THE DECISION-MAKER

Decision-maker for request by an employee: An employee of the Department may seek an advance written determination from the director or his or her designee. The director or his or her designee will be deemed the decision-maker for the employee’s request.

Department of Public Health Letterhead

Decision-maker for request by the director: The director may seek an advance written determination from his or her appointing authority. The appointing authority will be deemed the decision-maker for the director's request.

Decision-maker for request by a member of the Health Commission: A member of the Health Commission may seek an advance written determination from his or her appointing authority or from his or her commission, or the Ethics Commission. The appointing authority, Health Commission or Ethics Commission will be deemed the decision-maker for the member's request.

3. THE PROCESS

The requestor must provide, in writing, a description of the proposed activity and an explanation of why the activity is not incompatible under this Statement. The written material must describe the proposed activity in sufficient detail for the decision-maker to make a fully informed determination whether it is incompatible under this Statement.

When making a determination under this subsection, the decision-maker may consider any relevant factors including, but not limited to, the impact on the requestor's ability to perform his or her job, the impact upon the Department as a whole, compliance with applicable laws and rules and the spirit and intent of this Statement. The decision-maker shall consider all relevant written materials submitted by the requestor. The decision-maker shall also consider whether the written material provided by the requestor is sufficiently specific and detailed to enable the decision-maker to make a fully informed determination. The decision-maker may request additional information from the requestor if the decision-maker deems such information necessary. For an advance written determination request from an employee, if the director delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the director.

The decision-maker shall respond to the request by providing a written determination to the requestor by mail, email, personal delivery, or other reliable means. For a request by an employee, the decision-maker shall provide the determination within a reasonable period of time depending on the circumstances and the complexity of the request, but not later than 20 working days from the date of the request. If the decision-maker does not provide a written determination to the employee within 20 working days from the date of the employee's request, the proposed activity will be determined not to violate this Statement.

The decision-maker may revoke the determination at any time based on changed facts or circumstances or other good cause by providing advance written notice to the requestor. The written notice shall specify the changed facts or circumstances or other good cause that warrants revocation of the advance written determination.

4. DETERMINATIONS ARE PUBLIC RECORDS

To assure that these rules are enforced equally, requests for advance written determinations and written determinations, including approvals and denials, are public records to the extent permitted by law.

IV. RESTRICTIONS ON USE OF CITY RESOURCES, CITY WORK-PRODUCT AND PRESTIGE

A. USE OF CITY RESOURCES

No officer or employee may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No officer or employee may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use City facilities, equipment or resources, as defined herein.

Example. An officer or employee may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Nothing in this Statement shall exempt any officer or employee from complying with more restrictive policies of the Department regarding use of City resources, including, without limitation, the Department's e-mail policy.

B. USE OF CITY WORK-PRODUCT

No officer or employee may, in exchange for anything of value and without appropriate authorization, sell, publish or otherwise use any non-public materials that were prepared on City time or while using City facilities, property (including without limitation, intellectual property), equipment and/or materials. For the purpose of this prohibition, appropriate authorization includes authorization granted by law, including the Sunshine Ordinance, California Public Records Act, the Ralph M. Brown Act as well as whistleblower and improper government activities provisions, or by a supervisor of the officer or employee, including but not limited to the officer's or employee's appointing authority. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use public materials for collective bargaining agreement negotiations.

C. USE OF PRESTIGE OF THE OFFICE

No officer or employee may use his or her City title or designation in any communication for any private gain or advantage. The following activities are expressly prohibited by this section.

1. USING CITY BUSINESS CARDS

No officer or employee may use his or her City business cards for any purpose that may lead the recipient of the card to think that the officer or employee is acting in an official capacity when the officer or employee is not.

Example of inappropriate use. An employee's friend is having a dispute with his new neighbor who is constructing a fence that the friend believes encroaches on his property. The friend invites the employee over to view the disputed fence. When the neighbor introduces herself, the employee should not hand the neighbor her business card while suggesting that she could help resolve the dispute. Use of a City business card under these circumstances

might lead a member of the public to believe that the employee was acting in an official capacity.

Example of acceptable use. An employee is at a party and runs into an old friend who has just moved to town. The friend suggests meeting for dinner and asks how to get in touch with the employee to set up a meeting time. The employee hands the friend the employee's business card and says that he can be reached at the number on the card. Use of a City business card under these circumstances would not lead a member of the public to believe that the employee was acting in an official capacity. Nor would use of the telephone to set up a meeting time constitute a misuse of resources under subsection A, above.

2. USING CITY LETTERHEAD, CITY TITLE, OR E-MAIL

No officer or employee may use City letterhead, City title, City e-mail, or any other City resource, for any communication that may lead the recipient of the communication to think that the officer or employee is acting in an official capacity when the officer or employee is not. (Use of e-mail or letterhead in violation of this section could also violate subsection A of this section, which prohibits use of these resources for any non-City purpose.)

Example. An officer or employee is contesting a parking ticket. The officer or employee should not send a letter on City letterhead to the office that issued the ticket contesting the legal basis for the ticket.

3. HOLDING ONESELF OUT, WITHOUT AUTHORIZATION, AS A REPRESENTATIVE OF THE DEPARTMENT

No officer or employee may hold himself or herself out as a representative of the Department, or as an agent acting on behalf of the Department, unless authorized to do so.

Example. An employee who lives in San Francisco wants to attend a public meeting of a Commission that is considering a land use matter that will affect the employee's neighborhood. The employee may attend the meeting and speak during public comment, but should make clear that he is speaking in his private capacity and not as a representative of the Department.

V. PROHIBITION ON GIFTS FOR ASSISTANCE WITH CITY SERVICES

State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503, C&GC Code §§ 3.1-101 and 3.216.) This section imposes additional limits by prohibiting an officer or employee from accepting any gift that is given in exchange for doing the officer's or employee's City job.

No officer or employee may receive or accept gifts from anyone other than the City for the performance of a specific service or act the officer or employee would be expected to render or perform in the regular course of his or her City duties; or for advice about the processes of the City directly related to the officer's or employee's duties and responsibilities, or the processes of the entity they serve.

Example. A member of the public who regularly works with and receives assistance from the Department owns season tickets to the Giants and sends a pair of tickets to an employee of the Department in appreciation for the

Department of Public Health and Health Commission Statement of Incompatible Activities

employee's work. Because the gift is given for the performance of a service the employee is expected to perform in the regular course of City duties, the employee is not permitted to accept the tickets.

Example. A member of the public requests assistance in resolving an issue or complaint that is related to the City and County of San Francisco, but that does not directly involve the Department. The employee directs the member of the public to the appropriate department and officer to resolve the matter. The member of the public offers the employee a gift in appreciation for this assistance. The employee may not accept the gift, or anything of value from anyone other than the City, for providing this kind of assistance with City services.

As used in this Statement, the term gift has the same meaning as under the Political Reform Act, including the Act's exceptions to the gift limit. (See Gov't Code §§ 82028, 89503; 2 Cal. Code Regs. §§ 18940-18950.4.) For example, under the Act, a gift that, within 30 days of receipt, is returned, or donated by the officer or employee to a 501(c)(3) organization or federal, state or local government without the officer or employee taking a tax deduction for the donation, will not be deemed to have been accepted. In addition to the exceptions contained in the Act, nothing in this Statement shall preclude an employee's receipt of a bona fide award, or free admission to a testimonial dinner or similar event, to recognize exceptional service by that employee, and which is not provided in return for the rendering of service in a particular matter. Such awards are subject to the limitation on gifts imposed by the Political Reform Act and local law.

In addition, the following gifts are de minimis and therefore exempt from the restrictions on gifts imposed by section V of this Statement:

- i. Gifts, other than cash, with an aggregate value of \$25 or less per occasion; and
- ii. Gifts such as food and drink, without regard to value, to be shared in the office among officer or employees.

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$15 basket of fruit to an employee as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the employee is expected to perform in the regular course of City duties, the employee may accept the fruit because the value is de minimis. (Because the reporting requirement is cumulative, an employee may be required to report even de minimis gifts on his or her Statement of Economic Interests if, over the course of a year, the gifts equal or exceed \$50.)

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$150 basket of fruit to the Department as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the Department is expected to perform in the regular course of City duties, the Department may accept the fruit basket because it is a gift to the office to be shared among officers and employees.

VI. AMENDMENT OF STATEMENT

Once a Statement of Incompatible Activities is approved by the Ethics Commission, the Department may, subject to the approval of the Ethics Commission, amend the Statement. (C&GC Code § 3.218(b).) In addition, the Ethics Commission may at any time amend the Statement on its own initiative. No Statement of Incompatible Activities or any amendment

thereto shall become operative until the City and County of San Francisco has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

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Exhibit D
Sample Gift/Grant Donation Form

Memorandum of Understanding re:

Support Disbursement of

Grant/Gift Donation Form

This Memorandum of Understanding (MOU) between San Francisco Public Health Foundation (Foundation) and the City and County of San Francisco, acting by and through its Department of Public Health (DPH), is made and entered into as of **[EFFECTIVE DATE]**.

A. PURPOSE AND SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to the disbursement of funds for expenses incurred in carrying out the purpose of the program: **[NAME OF PROGRAM]**

B. DPH PROGRAM

The funds for **[NAME THE PROGRAM]** were received by the Foundation as part of the donations provided by the **[NAME OF DONOR]**.

C. MOU TERM

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The expected timeframe of the activities below commences on **[ADD START DATE]** and ends five years later on **[ADD END DATE]**. Any extension of this duration requires a formal modification of this MOU executed and approved in the same manner as the original ("Term").

D. GRANT PLAN AND NOT-TO-EXCEED GRANT AMOUNT, INCLUDING RESTRICTIONS, IF ANY

1. **Grant Plan:** **[IDENTIFY HOW THE GRANT DOLLARS WILL BE SPENT]** ("Grant Plan")
2. **Not-to-Exceed Grant Amount:** Total grant expenses are not to exceed **[ADD THE NOT-TO-EXCEED GRANT AMOUNT]** ("Grant Amount"), and will be disbursed as detailed in the Not-to-Exceed Grant Amount and Eligible Expenses table, below.
3. **Restricted Funds:** **[IDENTIFY ANY FUND RESTRICTIONS]**.
4. **Unrestricted Funds:** **[IDENTIFY THE AMOUNT OF ANY UNRESTRICTED FUNDS]**.

Not-to-Exceed Grant Amount and Eligible Expenses

[MUST INCLUDE AN ELIGIBLE EXPENSE BUDGET – EXAMPLE BELOW]

<i>Eligible Expenses</i>	<i>Total Budget Request</i>
<i>Personnel</i>	\$XXXXXXXXXX
Palliative Care XXXXX	\$XXXXXXXXXX
Serious Illness Care XXXXX	\$XXXXXXXXXX
Clinical Lead for Caregiver XXXXX	\$XXXXXXXXXX
Financial Analyst	\$XXXXXXXXXX
<i>Total Personnel</i>	<i>\$XXXXXXXXXX</i>
	\$XXXXXXXXXX
<i>Non-Personnel</i>	
Salary Costs XXXXX	\$XXXXXXXXXX
Production of XXXXX	\$XXXXXXXXXX
Printing costs XXXXX	\$XXXXXXXXXX
Misc Office Support costs XXXXX	\$XXXXXXXXXX
Meals for XXXXX	\$XXXXXXXXXX
<i>Total Non-Personnel</i>	<i>\$XXXXXXXXXX</i>
<i>Other Costs</i>	\$XXXXXXXXXX
XXXXXX	\$XXXXXXXXXX
XXXXXX	\$XXXXXXXXXX
XXXXXX	\$XXXXXXXXXX
<i>Total Other Costs</i>	<i>\$XXXXXXXXXX</i>
<i>Not-to-Exceed Grant Amount</i>	<i>\$XXXXXXXXXX</i>

DPH shall comply with the Foundation Disbursement Request Policies and Procedures (see Exhibit A), namely provide adequate payroll records documenting the personnel expenses and final purchased invoices/receipts. Any exceptions to the disbursement request procedures, including requests for advance payments, must be requested in advance and agreed upon in writing by the Foundation.

E. MODIFICATION AND TERMINATION

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU may be terminated with or without cause by either party upon 30 days prior written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.

Any and all amendments to this MOU must be made in writing and must be executed and approved in the same manner as the original before becoming effective.

Either party may terminate this MOU immediately on written notice if the other party has committed a material breach of this MOU and has not cured the breach within thirty (30) days after receiving written notice of the breach by the non-breaching party, or the parties cannot reach an agreement to amend this MOU.

If the Program covered under this agreement does not have sufficient funds for the program, this Agreement shall be of no further force and effect. In that event, the Foundation will have no liability to pay any funds whatsoever to DPH and DPH shall not be obligated to perform any element of the Grant Plan for which it is not reimbursed.

F. CONTACT INFORMATION

All notices hereunder shall be in writing, personally delivered, sent by certified mail, return receipt requested, addressed to the other party as follows:

San Francisco Public Health Foundation
Attn: Jennifer Harrington , Executive Director

[SIGNATURES ON FOLLOWING PAGE]

San Francisco Public Health Foundation

San Francisco Department of Public Health

By: _____
Jennifer Harrington
Executive Director

By: _____
Grant Colfax, MD
Director of Health

APPROVED AS TO FORM:

David Chiu
City Attorney

By: _____
XXXXXXXXXXXXXXXXXXXX
Deputy City Attorney

EXHIBIT A**Disbursement Request Policy and Procedure**

For each disbursement requested, a disbursement request form must be completed and authorized by the individual named on the Establishment of Restricted Funds document. Valid documents, such as vendor invoices, receipts, * payroll reports etc., verifying the expense, must be submitted along with the disbursement request form.

The cost categories allowed for use in identifying expenses are as follows:

	Acct #		Acct #
Salaries & benefits**	7500	Installation/Maintenance	7531
Consultants	7510	Permits/Fees/Inspection	7532
Graphic Design	7511	Bank Service Charges	7533
Translation Services	7512	Meals/Refreshment	7540
Supplies	7520	Rent	7550
Incentives	7521	Transportation & Lodging	7560
Stipend	7522	Conference & Training Fee	7570
Printing	7523	Training	7571
Software	7524	Patient Assistance	7580
Equipment/Remodeling	7530		

***Reimbursements:** the receipt must show the following information: name of the person who paid it, item purchased, amount and date of purchase. Estimates are not accepted.

****Salaries and benefits:** the report provided as part of the disbursement request must clearly list the name of the individual, the period or periods covered. The compensation and benefit amounts must be also listed separately.

*The Foundation recommends submitting authorized disbursement requests within 30 days of date of expenditure. All expenses must be submitted on or before July 15th in order to close the June 30 fiscal year. **Expenses that do not fall within the open fiscal year will not be reimbursed.***

The disbursement form can be submitted several ways:

1. Email to XXXXXX@XXXX.org
2. Interoffice mail
3. Dropped off at Foundation office location
4. Mailed to XXXXXXXX.

Once the completed form is received, the disbursement check will be issued within 5 to 10 business days.

Exhibit E
Capital Improvement Project Template

**ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH AND
THE SAN FRANCISCO PUBLIC HEALTH FOUNDATION
REGARDING**

THE CAPITAL PROJECT: Add Project Name

THIS ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING dated June 1, 2023 (“MOU”), is made and entered into on Add Date, by and between the City and County of San Francisco (“City”), acting by and through its San Francisco Department of Public Health (“Department”), and the San Francisco Public Health Foundation (“Foundation”).

Background

- A. **Existing MOU.** Article 2, Section B and Article 3, Section B of the MOU details the requirements for the Foundation to raise and expend funds for capital campaigns and special fundraising projects at ZSFG. This addendum sets for the terms and condition for the ZSFG Add Project Name (“Project”).

Terms Governing ZSFG Capital Project

- B. **Term.** The term of this Addendum covers the duration of the Project, including Project close-out, and will expire at the earlier of the completion of the Project or Add Date (the “Expiration Date”). In no event may the term exceed ten years without formal approval of the San Francisco Board of Supervisors acting in its sole discretion.
- C. **Project Proposal.**
1. **Purpose Statement.** Add Terms
 2. **Short Goals of the Project.** Add Terms
 3. **Long-Term Goals of the Project.** Add Terms
 4. **Fiscal or Other Support Requested from the Foundation.** The Department anticipates requesting from the Foundation fundraising in the amount of approximately \$40 million per year, totaling \$200 million over 5 years.
 5. **Target Dates For Meeting Funding Goals.**
 - a. Add Date and \$\$
 - b. Add Date and \$\$
 - c. Add Date and \$\$
 - d. Add Date and \$\$
 - e. Add Date and \$\$
- D. **Project Management.**

1. **Public Works.** Consistent with San Francisco Administrative Code Chapter 6, the City will deliver this project through the San Francisco Department of Public Works (“Public Works”). Public Works staff will manage the budget and schedule for the project for the City.
2. **Department Project Budget and Schedule.** The Department and Public Works will develop and manage budgets and schedules for each applicable Project phase.
3. **Foundation Capital Project Fundraising Plan** is as follows:
 - a. 20XX: Major donor outreach to individuals, foundations, and corporations for gifts to support the Outpatient Health Center. Private events for major donors, foundations, and corporations.
 - b. 20XX: Continuing major donor outreach to individuals, foundations, and corporations for gifts to support the Outpatient Health Center. Private events for major donors, foundations, and corporations.
 - c. 20XX: Outreach to individuals, foundations, and corporations for gifts to support the Outpatient Health Center. Through direct mail, events, and other channels of communication, educate the San Francisco community about the importance of outpatient health care and the renovated building's role in it.
 - d. 20XX: Capital campaign concludes.
4. **Periodic Foundation Reporting Status of Fundraising Activities.** The Foundation will report annually on the Project fundraising status. Department expenditures of Foundation cash received should be shared monthly with Foundation. The Department will report the status of the project to the Health Commission, as necessary. Foundation will comply with all donor reporting requirements under the MOU with respect to funds raised for this capital project.
- E. **Requests for Disbursement.** The Parties will handle disbursement processing, and cooperate in reconciliation thereof, in substantially the same manner as with respect to the Annual Support funds under the MOU.
- F. **Acceptance of Funds.** The Department will obtain all requisite final approvals, including as appropriate by the Board of Supervisors (“Board”) and/or Commission, to accept capital campaign donations from the Foundation to the extent required by the San Francisco Administrative Code or other applicable law. The Foundation will attend any Board or Commission hearings regarding the acceptance of donations, if required.
- G. **Naming Agreements, Conditions, or Other Restrictions.** Before the Foundation may finalize any naming rights in connection with this Project, the naming proposal must be memorialized in a separate “Naming Agreement” made in accordance with all City and/or Department policies as may be modified from time to time. The Naming agreement must be executed and approved in the same manner as the MOU, including approval by the San Francisco Board of Supervisors, acting in its sole discretion. Any gift or donation related to this Project containing conditions or restrictions binding the City to take any action, other than to accept the gift or donation, may be subject to approval by the Board of Supervisors, acting in its sole discretion. The Foundation will provide advance notice to the Department of the specific terms and conditions attached to each gift or donation for the Project, including notice of restrictions, if any.
- H. **Notices.** Except as otherwise expressly provided herein, any notices given under Addendum shall be effective only if in writing and given by delivering the notice in person or by sending it first class mail or certified mail, with a return receipt requested, with postage prepaid, or by overnight courier, addressed as follows:

City	San Francisco Department of Public Health
------	---

	101 Grove St. Rm. 308 San Francisco, CA 94102 Attention: Chief Operating Officer
The Foundation	San Francisco Public Health Foundation <u>Add Contact Info.</u>

I. **MOU.** All other provisions of the MOU remain in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Addendum as of the day mentioned above.

San Francisco Public Health Foundation

San Francisco Department of Public Health

By: _____
Jennifer Harrington
Executive Director

By: _____
Director Of Health

APPROVED AS TO FORM:

David Chiu
City Attorney

By: _____

Deputy City Attorney

**Health Commission
City and County of San Francisco
Resolution No. 23_09**

**RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE DEPARTMENT OF
PUBLIC HEALTH TO ACCEPT AND EXPEND A GIFT OF \$57,264.40 FROM THE SAN FRANCISCO PUBLIC HEALTH
FOUNDATION**

WHEREAS, The San Francisco Public Health Foundation (Foundation) supports the Department of Public Health (Department) by offering educational programs, organizational, and operational activities for the physical and mental health of the residents of the City and County of San Francisco; and

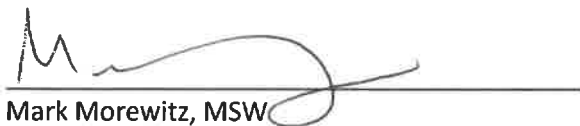
WHEREAS, The Foundation donated \$57,264.40 to fund the Department's programs, services, and operations; and

WHEREAS, The Department will obtain approval from the Board of Supervisors to accept this donation from the Foundation as required by the San Francisco Administrative Code; therefore, be it

RESOLVED, That the Health Commission recommends that the Board of Supervisors authorize the Department to accept and expend a gift of cash of up to fifty-seven thousand, two hundred and sixty-four dollars and forty cents (\$57,264.40) to support the goal of helping the residents of the City and County of San Francisco; and be it

FURTHER RESOLVED, That the gift will be accepted and expended consistent with San Francisco Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including San Francisco Administrative Code Section 10.100-305.

I hereby certify that the San Francisco Health Commission at its meeting on September 19, 2023, adopted the foregoing resolution.



Mark Morewitz, MSW
Health Commission Executive Secretary

**Health Commission
City and County of San Francisco
Resolution No. 24-08**

RESOLUTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE DEPARTMENT OF PUBLIC HEALTH TO ACCEPT AND EXPEND A GIFT OF \$57,264.40 FROM THE SAN FRANCISCO PUBLIC HEALTH FOUNDATION

WHEREAS, The San Francisco Public Health Foundation (Foundation) supports the Department of Public Health (Department) by offering educational programs, organizational, and operational activities for the physical and mental health of the residents of the City and County of San Francisco; and

WHEREAS, The Foundation donated \$57,264.40 to fund the Department's programs, services, and operations; and

WHEREAS, The Department will obtain approval from the Board of Supervisors to accept this donation from the Foundation as required by the San Francisco Administrative Code; therefore, be it

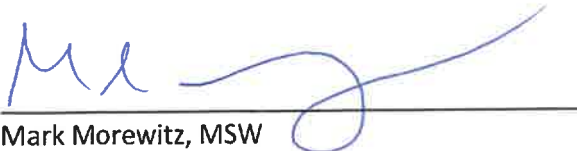
WHEREAS, The Health Commission had approved of the resolution previously in Resolution 23-09 on September 19, 2023; and

WHEREAS, The amendment is to amend the sentence of "a gift of cash" to "gift of in-kind donations" in the Resolved clause of Resolution 23_09; and

RESOLVED, That the Health Commission recommends that the Board of Supervisors authorize the Department to accept and expend a gift of in-kind donations of up to fifty-seven thousand, two hundred and sixty-four dollars and forty cents (\$57,264.40) to support the goal of helping the residents of the City and County of San Francisco; and be it

FURTHER RESOLVED, That the gift will be accepted and expended consistent with San Francisco Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including San Francisco Administrative Code Section 10.100-201.

I hereby certify that the San Francisco Health Commission at its meeting on June 4, 2024, adopted the foregoing resolution.

A handwritten signature in blue ink, appearing to read 'Mark Morewitz', is written over a horizontal line.

Mark Morewitz, MSW
Health Commission Executive Secretary



City and County of San Francisco
London N. Breed
Mayor

San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

Memorandum

To: Honorable Members of the Board of Supervisors

From: San Francisco Department of Public Health

Date: Thursday, July 18, 2024

Re: Accept and Expend San Francisco Public Health Foundation - San Francisco Public Health Foundation Fiscal Year 2023 - \$57,264.40

This Resolution seeks authorization for the Department of Public Health (DPH) to retroactively accept and expend funds in the amount of \$57,264.40 from the San Francisco Public Health Foundation (SFPHF).

This item is retroactive due to delays in the negotiation and development of the Memorandum of Understanding (MOU) between DPH and the San Francisco Public Health Foundation (SFPHF). The MOU was finalized early 2023 and the Board of Supervisors approved the MOU on July 18, 2023 (File No. 230673). The MOU was executed beginning November 1, 2023. In the meantime, DPH received an in-kind gift of supplies valued in the amount of \$57,264.40 in support of the Division Primary Care for use from July 1, 2022, to June 30, 2023.

Once the MOU was executed, DPH then put together the accept and expend packet and forwarded it to the Controller's Office for review on November 15, 2023. After discussing the details of the gift, the Controller's Office approved the accept and expend and forwarded the signed package to the Mayor's Office on June 3, 2024, for introduction on June 11, 2024. We respectfully request retroactive authorization for this item.

Please contact Greg Wong, grants analyst, at greg.wong@sfdph.org for any questions about this request for retroactive authorization.

City and County of San Francisco

Department of Public Health



**London N. Breed
Mayor**

TO: Angela Calvillo, Clerk of the Board of Supervisors
**FROM: Dr. Grant Colfax
Director of Health**
DATE: 5/23/2024
SUBJECT: Gift Accept and Expend
GIFT TITLE: San Francisco Public Health Foundation FY 23 - \$57,264.40

Attached please find the original and 1 copy of each of the following:

- Proposed Gift resolution, original signed by Department
- Gift information form, including disability checklist
- Budget and Budget Justification
- Gift application: Not Applicable. No application submitted.
- Agreement / Award Letter
- Other (Explain): Gift acknowledgement
Memorandum of Understanding
Health Commission Resolution
Memo to the Controllers
Invoices

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2521

Interoffice Mail Address: Dept. of Public Health, 101 Grove St # 108

Certified copy required Yes No

From: [Trejo, Sara \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Wong, Greg \(DPH\)](#)
Subject: Mayor -- Resolution -- San Francisco Public Health Foundation In-Kind Gift
Date: Tuesday, June 11, 2024 2:49:26 PM
Attachments: [DPH A&E - San Francisco Public Health Foundation FY 2023 - \\$57,264.40.pdf](#)
[1255 Board Cover Memo.docx](#)
[1255 Resolution.docx](#)
[1255 SFDPH Gift Acknowledgement.docx](#)
[CON Memo FY23&24 A&E.docx.pdf](#)
[RE New Proposed Legislation from DPH \(San Francisco Public Health Foundation FY 23 Gift\) - \\$57264.40.msg](#)
[SFPH MOU.pdf](#)
[23_09 Resolution to Recommend to the BOS to Authorize the DPH to Accept and Expend a Gift of \\$57,264 from the SF Public Health Foundation.pdf](#)
[24-08 Resolution to Recommend to the BO...om the SF Public Health Foundation.pdf](#)
[1255 Budget.xlsx](#)
[1255 GRIF.docx](#)
[1255 Resolution HC Acceptance of Gift from San Francisco Public Health Foundation \(002\).docx](#)
[Copies of Kid's Dental Invoices for Greg Wong.zip](#)

Hello Clerks,

Attached is a Resolution retroactively authorizing the Department of Public Health to accept and expend an in-kind gift of supplies valued in the amount of \$57,264.40 from the San Francisco Public Health Foundation in support of the Primary Care division of the Department of Public Health for the period of July 1, 2022, to June 30, 2023.

Best regards,

Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | sara.trejo@sfgov.org