

Name of Person Making this Request: _____

Date: _____

Email/Phone: _____

This form is designed for those who wish to add or remove approvers to specific 8-digit Department IDs in myUF Marketplace. Please keep in mind all Department IDs must have **at least two (2) approvers** assigned for both requisition and invoice approvals. ***All steps must be completed** prior to requisition and/or invoice approval access being granted*

- **Steps for adding a Requisition Financial Approver and Invoice Level 2 Approver:**
 1. Have your DSA assign the role **UF_N_MKT_FINANCIAL_APPROVER** (Overnight update)
 2. After the role is assigned, have your Req Financial Approver and/or Invoice Approver log into myUF Marketplace
 3. Send this form to myufmarketplace@ufl.edu to make the Department ID Assignment request
- **Steps for adding an Invoice Level 1 Approver:**
 1. Have your DSA assign the role **UF_N_MKT_REQUESTOR** (Overnight update)
 2. After the role is assigned, have your Invoice Approver log into myUF Marketplace
 3. Send this form to myufmarketplace@ufl.edu to make the Department ID Assignment request
- The log in point to myUF Marketplace is: MyUFL>My Self Service> myUF Marketplace.
- Removals do not require the Requisition Financial Approver's signature, only UFID. DSAs should remove the Financial Approver or Requisition roles if necessary. Invoice level 2 approvers cannot create non-PO invoices.

| Approver Name, Job Title & UFID | Requisition Financial Approver Is Responsible For These Amounts (check all that apply) | | | | | | Invoice Approver (Pick one level per approver) | |
|---------------------------------|--|--------|--------------------------|--------|---------------|--------|--|------------|
| | \$0-\$74,999.99 | | \$75,000.00-\$499,999.99 | | \$500,000.00+ | | Level 1 | Level 2 |
| | Add | Remove | Add | Remove | Add | Remove | Add Remove | Add Remove |
| Name | | | | | | | | |
| Job Title | Requisition Approver | | | | | | | |
| UFID | Signature**: | | | | | | | |
| Name | | | | | | | | |
| Job Title | Requisition Approver | | | | | | | |
| UFID | Signature**: | | | | | | | |
| Name | | | | | | | | |
| Job Title | Requisition Approver | | | | | | | |
| UFID | Signature**: | | | | | | | |
| Name | | | | | | | | |
| Job Title | Requisition Approver | | | | | | | |
| UFID | Signature**: | | | | | | | |

List **all** 8-digit Department IDs to be updated (if more than 8 IDs, please email the list in a spreadsheet to myufmarketplace@ufl.edu with this form):

Dean, Director or Department Chair Approval (required for Requisition Financial Approval)

Name: _____ Title: _____

Signature**: _____ Date: _____

**** By signing this document, each individual is acknowledging access to/understanding of the following:**

- The responsibilities as they relate to Financial Approvers and the "Who Should Be the Approver" Instruction Guide <http://identity.it.ufl.edu/identity-coordination/coordination-roles/who-should-be-the-approver>
- The UF Internal Control guidelines <https://www.fufl.edu/departments/internal-controls>
- The Department Approvers overview for invoices <https://www.fufl.edu/directives/departments/approvers>

04/07/2020

Internal use only

Req completion _____ Date _____ AP completion _____ Date _____