



UF Department ID Authorized Approver Request Form
 Email completed form to myufmarket@ufl.edu or fax to 352.392.8837

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 Market. Please keep in mind all Department IDs must have **at least two (2) approvers** assigned.

- Process for adding a Financial Approver:
 1. The DSA should assign the role **UF_N_MKT_FINANCIAL_APPROVER**
 2. After the role has been implemented, the Financial Approver must log into myUF Market
 3. This form should be sent into Purchasing to make the Department ID Assignment request
- The log in point to myUF Market for Financial Approvers is: MyUFL>Eprocurement> myUF Market.
- Removals do not require the Financial Approver's signature, only UFID. DSAs should remove the Financial Approver role if necessary

Change Type (check box)		Approver Name and Job Title	Approver Is Responsible For These Amounts (check all boxes that apply)		
Add	Remove		\$0-\$74,999.99	\$75,000.00-\$499,999.99	\$500,000.00+
		Approver UFID: _____	Approver Signature**: _____		
		Approver UFID: _____	Approver Signature**: _____		
		Approver UFID: _____	Approver Signature**: _____		
		Approver UFID: _____	Approver Signature**: _____		

List **all** 8-digit Department IDs to be updated (if more than 6 IDs email myufmarket@ufl.edu for assistance):

Dean, Director or Department Chair Approval (required)

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://www.it.ufl.edu/services/security/documents/TheApproverRoleInstructionGuide.pdf>.
 - The UF Internal Control guidelines http://ocr.ufl.edu/internal_control.html