

**University of Florida  
myUF Payment Solutions Department ID Form**

Use this form for requesting Department ID security for new and existing approvers or reviewers	<b>Instructions:</b> After completing the User Information sections, please select either the approver OR reviewer role section to specify the department ID that needs to be added and/or removed. Approver Role: Specify all departments needed (63XXXXXX is acceptable if all dept IDs are needed for a department.) Reviewer Role: Only provide the main department ID
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**User Information**

Name \_\_\_\_\_ UFID \_\_\_\_\_

Department Name \_\_\_\_\_

Approval/Review dollar limit:    \$1        \$15,000        \$25,000        \$50,000        \$500,000        \$1,000,000 (most common)

**Approver role (UF\_AP\_APPROVER)**

Requested Department ID(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Department ID(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewer Role (UF\_AP\_REVIEWER)**

New Department ID \_\_\_\_\_  
Previous Department \_\_\_\_\_

Please email completed form to [disbursements@ufl.edu](mailto:disbursements@ufl.edu)