

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

Use this form for requesting Department ID security for new and existing approvers or reviewers	Instructions: 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 \$100,000 \$1,000,000 (default)

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