

**University of Florida
myUF Payment Solutions Unassigned Queue Notification**

<p>Use this form for requesting unassigned queue email notification with a department specific distribution list</p>	<p>Instructions: If a department distribution list is not already available, please request the creation of a new distribution list from your department IT. Your IT department will need to grant email access to all approvers needing unassigned queue notifications.</p>
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Requester Information

Name _____ UFID _____

Department Name _____

Department ID(s) _____

Distribution email address for notifications _____

Please email completed form to disbursements@ufl.edu