

Name of Person Making this Request: _____

Date: _____

Email/Phone: _____

This form is designed for Invoice approvers with the role UF_N_MKT_FINANCIAL_APPROVER who wish to create non-po invoices in *myuf* Marketplace. The ability to create a non-po invoice requires a supervisor active in myUF Marketplace with the role UF_N_MKT_REQUESTOR or UF_N_MKT_FINANCIAL_APPROVER. ***All form information and signatures are required and must be completed** prior to being able to create non-po invoices. Send this form to myufmarketplace@ufl.edu to make the level 3 approver request.

Please sign and submit this form every time there is a change. This form will supersede prior forms submitted.

Invoice Approver requesting non-po invoice creation (The person who needs to create non-po invoices)

Name: _____

Title: _____

UFID: _____

Signature**: _____ Date: _____

Level 3 Approver Information (Final dept. approver for non-po invoices for the above approver. Should not be a direct report)

Name: _____

Title: _____

UFID: _____

Signature**: _____ Date: _____

Dean, Director or Department Chair 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.fa.ufl.edu/departments/internal-controls>
- The Department Approvers overview for invoices <https://www.fa.ufl.edu/directives/department-approvers>

Internal use only

AP completion _____ Date _____

05/26/2020