**How to set up a Department for ePRF**

1. Determine who will input the payment request information into OMNI.
2. Request the FSU\_AP\_PRF\_Processor role for these staff via e-ORR in OMNI.
3. Determine who will be the Lever 1 Approvers. Note that there must be at least 2 approvers.
4. Determine **if** the Department will have Level 2 Approvers. This level is not required and it is up to the department if they want to use it or not. If you decide to use Level 2 Approvers, there must be at least 2 individuals listed.
5. Request the FSU\_AP\_PRF\_Approver role for all Level 1 and Level 2 approvers via e-ORR in OMNI.
6. Determine if your department will ever add anyone as an Ad-Hoc approver. If so, these individuals will also need the FSU\_AP\_PRF\_Approver role.
7. Complete the [ePRF-01](http://controller.vpfa.fsu.edu/content/download/216306/1850608/file/ePRF-01.pdfhttp%3A/controller.vpfa.fsu.edu/content/download/216306/1850608/file/ePRF-01.pdf) (ePRF Approver Authorization) form located on the Controller’s Office web site under Forms and then Payables & Disbursement Services.
8. This form must be signed by the Dean, Director or Department Head.

*If you have any questions, please contact the Accounts Payable Office at 644-5021.*