FSU | CONTROLLER'S OFFICE
FINANCE & ADMINISTRATION

ePRF Workflow Approval Change Authorization Form

Purpose: Use this form to add or remove ePRF approvers for your department. Completed forms should be emailed to **CTL-AccountsPayable@fsu.edu**.

Before completing this form:

1. Individuals to be added as PRF Approvers must appear in **FSU_CF_DEPT_ALL_DESIGNATIONS**. If not, submit the Update Existing Department ID Form to **budget@fsu.edu** before submitting this request. Requests missing this step will be denied.

2. Verify current ePRF approvers by running the following OMNI query:
   - **FSU_DPT_EPRF_LVL1_LVL2_APPR (Current Approvers)**

Department Name:

List OMNI Department ID(s): (If more space is needed, you may attach a spreadsheet.):

Individuals to be Added/Deleted

Add/Delete	Full Name	EMPLID (ex. SNOLE)	OMNI User ID Level (1 or 2)

Department Head/Director Name:

Signature: Date: