

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](#) (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.