Approve a purchasing requisition (PR) in myUF Market that has more than one Dept ID with help from this guide. Requisitions containing multiple DeptIDs route to the approval folders for an approver or approvers assigned to those DeptIDs. For example, a requisition with a split distribution may have different Dept IDs. When assigning a requisition to the My Approvals folder, the system will ask if the approver would like to assign the requisition from all Dept ID folders displayed. Click the Yes button to approve all the lines at the same time. Click the No button to assign and approve folder by folder instead. The requisition may contain lines with Dept IDs not assigned to any of your Dept ID approval folders.

To learn how to approve a requisition in myUF Market, start with the instruction guide, “Approving Requisitions in myUF Market” and refer to the new guide, “Returning Requisitions in myUF Market.” This instruction guide is for those who have Financial Approver security in myUF Market and the role, UF_N_MKT_Financial_Approver.

- Log in to my.ufl.edu using your GatorLink username and password
- Click on eProcurement > Click myUF Market
  - Refer to the Action Items panel or dashboard on the left and click on Approvals to access requisitions waiting for approval, or click the Approvals tab at the top
  - You may find the same requisition in more than one Dept ID folder
    - Assign it to your My PR Approvals folder by clicking the Assign button in the first Dept ID folder
- A dialog box will open asking if you would like to assign the requisition from all of your Dept ID folders
  - Click Yes to approve all the lines in the requisition from your Dept ID folders at the same time
  - The requisitions will display as Assigned in all your Dept ID folders
  - Approve using the instruction guide, “Approving Requisitions in myUF Market,” for a full explanation

For further assistance, please e-mail myufmarket@ufl.edu or call Purchasing Services at 392-1331 or go to the website, http://purchasing.ufl.edu/departments/myufmarket/default.asp