

Material & Supply and Equipment Use Assignment of Designee Form

The Policies and procedures in place at the University of Florida require that Material and Supply Fees and Equipment Use Fees be approved by the College Dean. Through the assignment of a designee the University Budget Office and the Office of the Chief Financial Officer will allow for below named Dean to appoint a designee to approve these in their place.

I _____, Dean of the College of _____
hereby appoint _____ as my authorized designee for the purpose of
approving Material and Supply and Equipment Use Fee's. This authorization will take effect
_____ and remain in place until further notification from my office.

Employee Name: _____ UFID _____

Employee Email: _____ Title _____

Employee Phone: _____ Dept. ID _____

Training Dates:

PST313 : Managing Course Fees (Material & Supply/Equipment Use Fees) _____

Roles: (No one person can have all three of the following roles) Roles must be verified prior to submitting the request for UF_COURSEFEES_DEPT_DEAN, if the individual already has the other two roles one must be removed prior to the request being submitted.

UF_AP_Reviewer
UF_COURSEFEES_DEPT_USER
UF_COURSEFEES_DEPT_DEAN

Typed Name of Dean

Typed Name of Designee

UFID

UFID

Signature

Signature