Overview

Assign a substitute approver to approve requisitions for your assigned folders in your absence. When you return, you may unassign your substitute and resume approving requisitions. This instruction guide is for those with the role UF_N_MKT_Financial_Approver. Approvers must select someone who is NOT a requestor as a substitute. If a long term substitution needs to take place (more than two weeks) then a new Approver should be established by your Department Security Administrator, rather than by using substitution.

To access myUF Market as an approver:
   a. Log on to http://my.ufl.edu using your Gator Link username and password.
   b. Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.

Assign Substitute Approvers

1. Mouse over the Orders & Documents icon on the left side of the page.
2. Mouse over Approvals in the flyout menu and click Assign Substitute Approvers.
3. Click the Assign Substitute to All Requisition Folders button, at the top of the page to assign one substitute to all your folders.
4. Or click the Go button beside “Assign Substitute to Selected Folders” to assign specific substitutes to specific folders. Select folders to be assigned by clicking the check box in line with the folder listed. Or assign individually by using the Assign button just beside the check box.
5. Search for the name of the temporary approver (enter the name or the first letter of the last name in the Substitute Name field and click the Assign button).
6. Select **Include Date Range for Substitution** if you want the substitution to end automatically on the date given.

7. To remove a substitute approver, click the **Remove** button to remove the name from a certain folder, or click the **End Substitute for All Requisition Folders** button at the top to remove the substitute from all your folders at once.

For further assistance, please e-mail procurement@ufl.edu or call Procurement Services Help Desk at 392-1335, or visit http://purchasing.ufl.edu/departments/myufmarket/default.asp.