University at Buffalo
The State University of New York

Procurement Services

RF Delegation for eReq and ePTF

This delegation can be processed directly through the RF Delegate System by the PI at the link below. No further action is necessary if processed independently through RF Delegate System.

http://www.business.buffalo.edu/UBSApp/apps/rfapps/ereqsecurity/index.cfm

Date _____

PI name_____ PI person number_____

Department/Unit Name_____

PI E-mail address_____ PI phone number_____

PI signature _____

I hereby authorize the following person(s) to approve purchases in eReq:

Delegate name_____ Delegate person number_____

Delegate name_____ Delegate person number_____

Delegate name_____ Delegate person number_____

Delegate name_____ Delegate person number_____

I am delegating approver authority for the following accounts:

☐ All my RF accounts

Only the following accounts:

Project_____Task_____ Award_____

Project_____Task_____ Award_____

Project_____Task_____ Award_____

Project_____Task_____ Award_____

*Please Note: This process takes 1-2 business days.

Completed form may be scanned and emailed to ADC-WF-GROUP-MAINTENANCE-LIST@LISTSERV.BUFFALO.EDU, or faxed to: Org Chart Administrator, Purchasing Services, 645-2687. If you require assistance completing this form, contact eReq Administrator at 645-2676.

Entered _____
Date _____
Initials _____

8/2016