

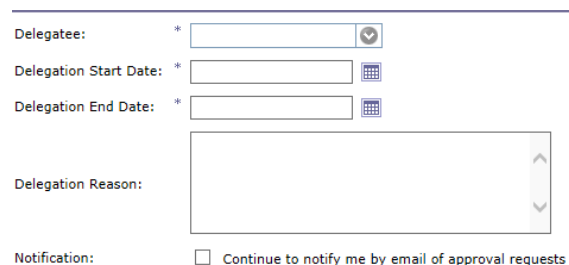
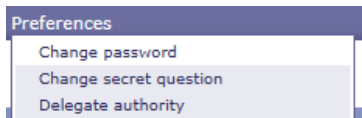
Delegation of Authority

If you are going to be out of the office for more than a day, please create a delegation memo and delegate your account in MFMP so work may continue in your absence. The delegation will not start in MFMP until approved by an MFMP supervisor so please make sure you give them time to review and approve.

Step by Step Instructions

- Create delegation memo (send copy to delegatee and supervisor) to authorize your delegate review and approve all invoices, purchase orders and change orders in MyFloridaMarketplace. Please make sure the exact date range is included and routed through your supervisor.

- Login to MFMP
- Click 'Preferences'
- 'Delegate Authority'
- Click on the 'Delegatee' drop down button
- Select 'Search for More' to search for and select the person who is your delegate
- Select the Start and End dates
- Enter a reason for the delegation (this assists supervisors when reviewing delegation requests)
- Check notification option if you want to receive email notifications for items approved while you were out
- Click 'Next' (this will allow you to view the approval flow tab for this request)
- Click 'Next'
- Review changes and click 'Submit'

A screenshot of the 'Delegation of Authority' form. The form includes the following fields: 'Delegatee:' with a dropdown menu and a search icon; 'Delegation Start Date:' with a date picker icon; 'Delegation End Date:' with a date picker icon; 'Delegation Reason:' with a large text area and scrollbars; and a 'Notification:' section with a checkbox labeled 'Continue to notify me by email of approval requests'.

The delegation starts at 12:00 a.m. on the start date selected and ends at 11:59 p.m. on the end date selected. Select the first full day you are out of the office as the start date, and the day before you return as the end date.

Once the delegation begins, the delegatee logs into the system and chooses who to work as (e.g., either choose him/herself or the person he or she is delegated to act on the behalf of). Approvals completed by a delegatee display in both the Approval Flow tab and the History tab when someone approves on your behalf.

Approving Invoices

1. An Ariba notification should be received.
2. Please review the following when approving an invoice:
 - a. PO #
 - b. Contractor Name
 - c. Amount in the approval letter and rate sheet match the invoiced amount
 - NOTE: if any issues, please email accounting associate who entered the invoice before rejecting.
3. Attach delegation memo to the reconciliation tab.
4. Delegate certification statement:

I, XXXXXX XXXXXX on behalf of XXXXXX XXXXXX, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.

If you have any questions, please contact Derrick Woodard (Derrick.Woodard@dep.state.fl.us or 850-245-7635) or Monica Brady (Monica.J.Brady@dep.state.fl.us or 850-245-8844).