



PURCHASE ORDER OWNER UPDATES- REMINDER

Please remember when an employee identified as a PO Owner (typically the requestor) leaves the university, a department or changes roles, a new PO Owner needs to be identified for open POs.

Please email eprohelp@usf.edu to request your department's POs be updated to a new PO Owner.

In the email, please provide the previous PO Owner name, Department and the new PO Owner name and e-mail.

Thanks,

