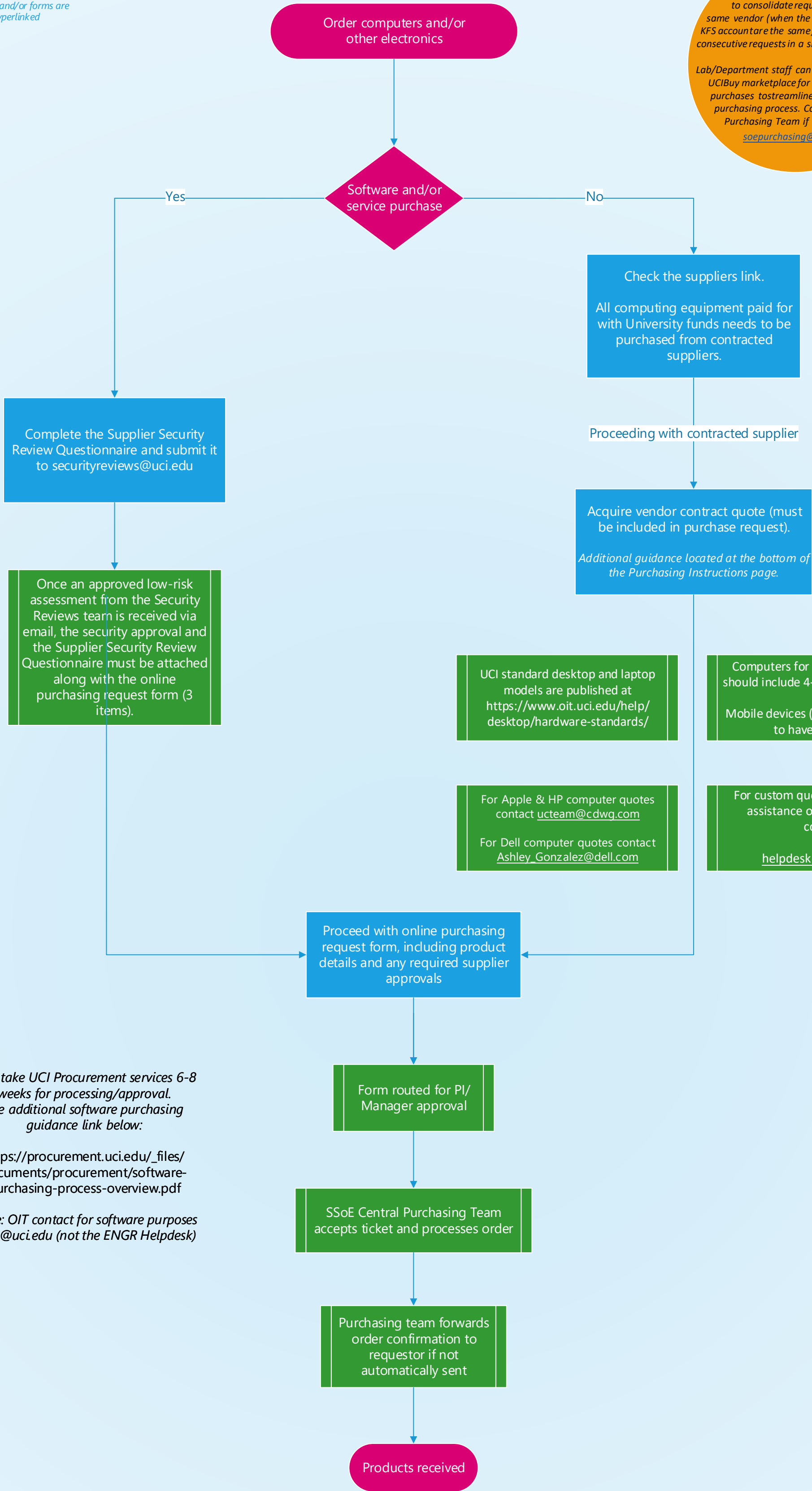


*All sections below referencing policy, systems, and/or forms are hyperlinked

Note: Requestors should try to consolidate requests to the same vendor (when the ship-to address + KFS account are the same) to avoid multiple consecutive requests in a short period of time.

Lab/Department staff can be trained on using UCIBuy marketplace for low-value (<5K) purchases to streamline their lab/unit's purchasing process. Contact the SSoE Purchasing Team if interested @ soepurchasing@uci.edu.



May take UCI Procurement services 6-8 weeks for processing/approval. See additional software purchasing guidance link below:

https://procurement.uci.edu/_files/documents/procurement/software-purchasing-process-overview.pdf

*note: OIT contact for software purposes is oit@uci.edu (not the ENGR Helpdesk)

New Purchase Request

Required Fields:

Vendor name
 PI/Approver Name
 PI/Approver Email (e.g., ucinetid@uci.edu)
 Requestor Name
 Requestor Email (e.g., ucinetid@uci.edu)
 Requestor Phone
 Delivery Address
 KFS Account

For each item:
 quantity,
 units (ea, bx, pk, etc.)
 description/part number
 unit price

Purchasing uses an internal ticketing system. Requestors will receive a confirmation email with a Purchasing Ticket number. For correspondence or questions about the order, reply to the ticket confirmation email and include the provided subject line.