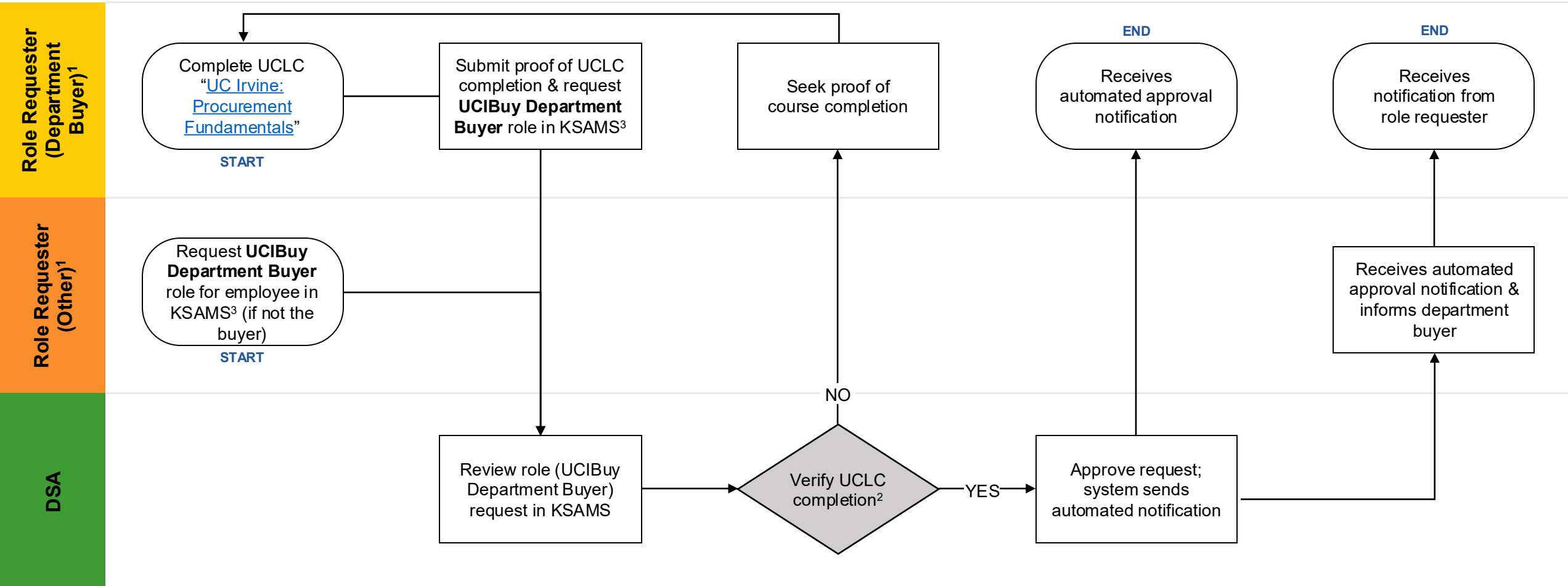


Become a Department Buyer

A department buyer is responsible for purchasing activities in their department. To become a department buyer, individuals must also complete the **UC Irvine Procurement Fundamentals** training and submit proof of completion.



Notes:

¹Request procedures vary depending on unit practices:

- Options include emailing DSA, using an internal form, or submitting directly in KSAMS
- Namespace:** EPRO | **KSAMS Role Name:** UCIBuy Department Buyer

²DSAs typically cannot see UCLC transcripts for employees they do not supervise. If proof of completion is missing, ask the requestor to submit it. Periodic audits are conducted by Procurement Services.

³KSAMS resources: [Website](#) | [User Guide](#) | [System Access](#) (requires VPN connection)