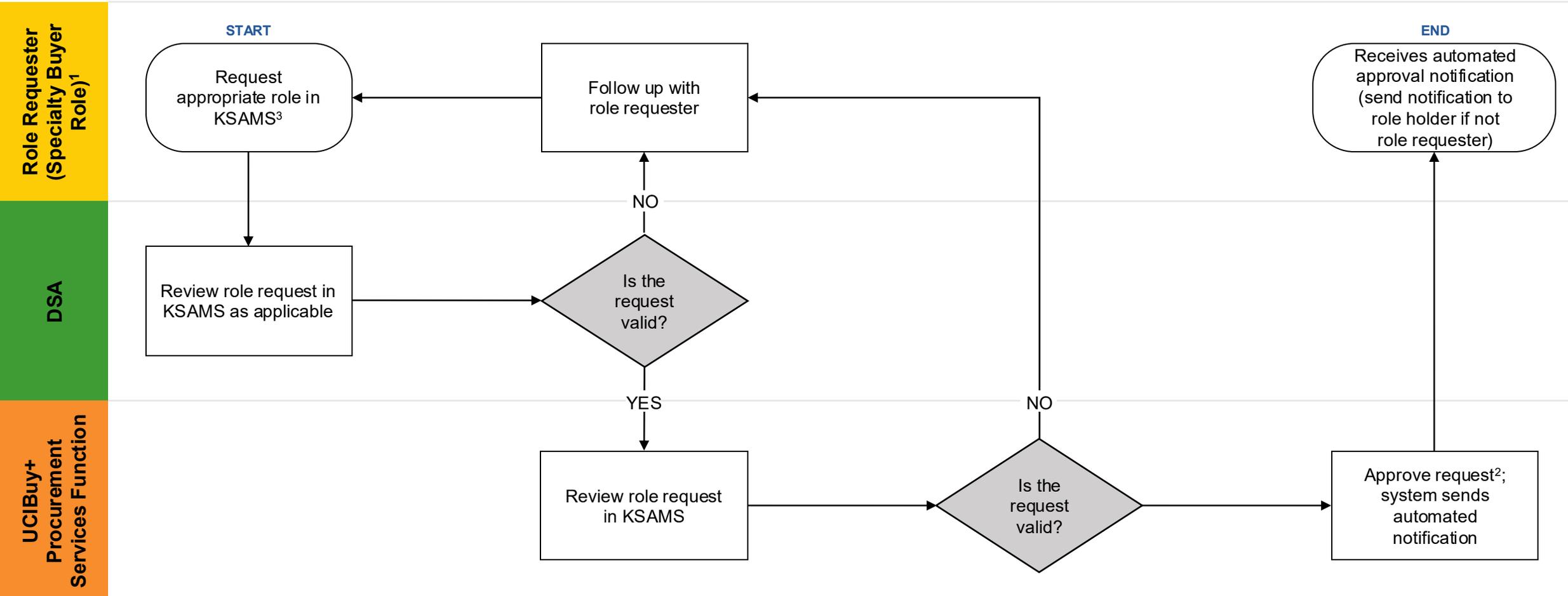


Request UCIBuy+ Specialty Buyer Role

These roles are set for central procurement, department buyers with special thresholds (e.g., ULAR), or those with unique PO needs (e.g., construction, real estate).
For a complete list of roles and their descriptions, see page two.



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:** See page two for details

²Some roles require manual set up in the UCIBuy+ system; UCIBuy+ Procurement Services Function must consult internal SOP manual

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

List of Specialty Buyer Roles

KSAMS Role Name:	UCIBuy+ Name	Description:
UCIBuy Central Buyer 1*	Central Buyer 1	Central Procurement approver based on commodity or dollar threshold with requisition approval amount up to \$30,000
UCIBuy Central Buyer 2*	Central Buyer 2	Central Procurement approver based on commodity or dollar threshold with requisition approval amount up to \$35,000
UCIBuy Central Buyer 3*	Central Buyer 3	Central Procurement approver based on commodity or dollar threshold with requisition approval amount up to \$50,000
UCIBuy Central Buyer 4*	Central Buyer 4	Central Procurement approver based on commodity or dollar threshold with requisition approval amount up to \$75,000
UCIBuy Central Buyer 5*	Central Buyer 5	Central Procurement approver based on commodity or dollar threshold with requisition approval amount up to \$125,000
UCIBuy Central Procurement Manager	Central Procurement Manager	Central Procurement approver based on commodity or dollar threshold up to \$999,999,000
UCIBuy Specialty Buyer	Specialty Buyer	Used to process POs that do not flow through Central Procurement (i.e. DCS, FM, Real Estate, Sponsored Projects, RCAs, Subawards and UCIMC Capital Projects/Leases)