Low Risk Procurements Workflow

Complete KFS requisition**

Department fiscal officer approves KFS requisition

Email/UCS PO document number to Contract Analyst and contracts@uci.edu

Review unapproved PO for compliance, risk, and completeness

Does the purchase qualify as a Low Risk Procurement?

KFS PO approved, email confirmation sent to Department

Services may begin!

*See Low Risk Procurements for more detailed information.

**For general KFS information see UCI KFS Help Guides and Instructions.

For KFS onboarding questions see Kuali Vendor Onboarding (KVO) System Web Guide or UCI Kuali Vendor Onboarding System (KVO).

UCI Procurement Services