UCI Procurement Services
UCIBuy and Automatic Purchase Order (APO)
Workflow

Initiator
Using UCIBuy

Rapid
Requisition

Content Reviewer
Optional—has the ability to edit any field in the Requisition.

Fiscal Officer
Has the ability to change any account information and add reference info in the ORG REF ID field (10 characters max.)

Accounting Reviewer
for FYI and Accounting Reviewer for Acknowledgement Optional—notification only. Does not have the ability to edit or approve.

Central Equipment Reviewer
Has the ability to change object code and fields in the Capital Asset tab.

Unapproved
Purchase Order (PO)

Departmental Buyer
≤ $5,000 and non-restricted commodity.

Central Purchasing Buyer
> $5,000 or restricted commodity.

Approved
Purchase Order

Transmits to Supplier

Supplier

Automatic Purchase Order (APO)

By-passes Departmental Buyer if order is ≤ $5,000 and non-restricted commodity.