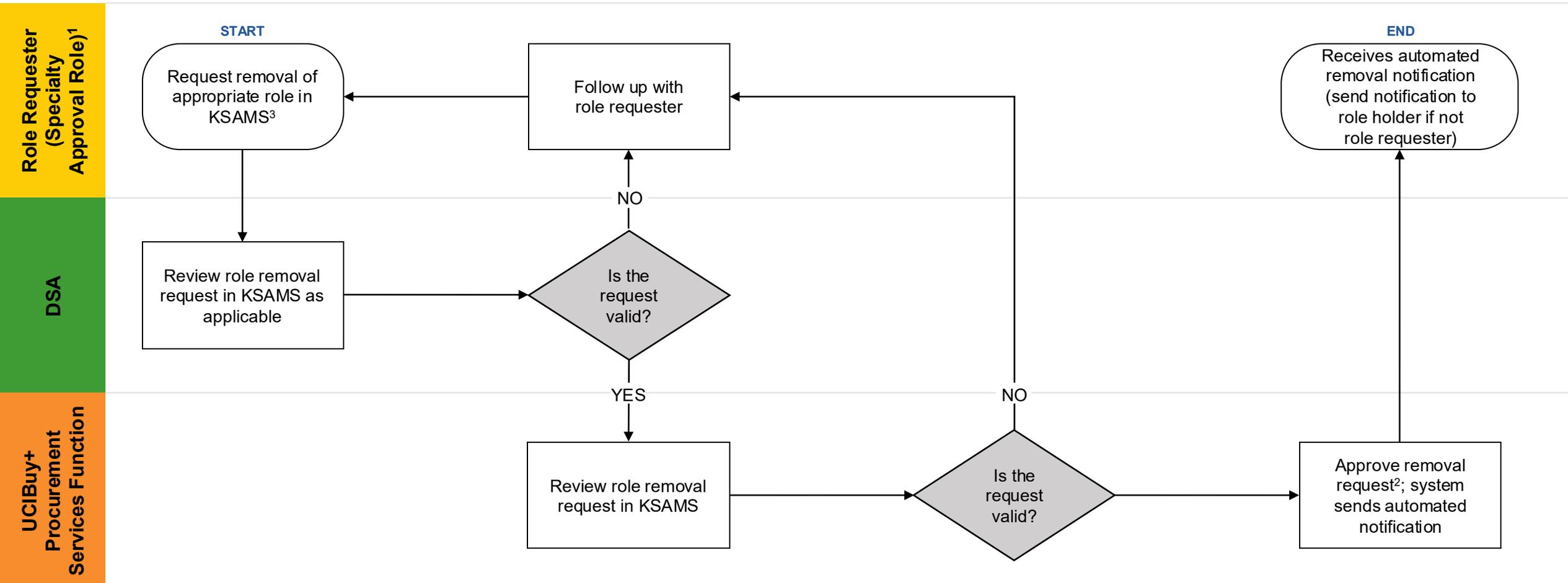# Removal of UCIBuy+ Specialty Approver Role

These roles review purchase requests that involve restricted commodities or object codes, such as capital equipment, data security items, or specialty chemicals and controlled substances. For a complete list of roles and their descriptions, see page two.

Role Requester (Specialty Approval Role)[1]

DSA

UCIBuy+ Procurement Services Function

START

Request removal of appropriate role in KSAMS[3]

Follow up with role requester

END

Receives automated removal notification (send notification to role holder if not role requester)

Review role removal request in KSAMS as applicable

Is the request valid?

NO

YES

Review role removal request in KSAMS

Is the request valid?

NO

Approve removal request[2]; system sends automated notification

Notes:

[1]Request 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

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

[3]KSAMS resources: Website | User Guide | System Access

List of Specialty Approver Role

KSAMS Role Name:	UCIBuy+ Name	Description:
UCIBuy Accessibility Reviewer	Accessibility Reviewer	Ensures compliance with UC Information Technology Accessibility Policy.
UCIBuy AP Reviewer	AP Reviewer	AP dedicated role with no approval capability.
UCIBuy CFO	Approver (No Edit)	CFO reviews high dollar orders over $5M focusing on financial control, risk management, and compliance with internal policies and delegation of authority.
UCIBuy Controller	Approver (No Edit)	Controller reviews high dollar orders over $2M focusing on financial control, risk management, and compliance with internal policies and delegation of authority.
UCIBuy Department Administrator	Department Administrator	UCIBuy Advanced Campus-User Role.
UCIBuy EHS Reviewer	EHS Reviewer	Environmental Health & Safety (EHS) review for controlled substances, hazardous materials, radioactives, select agent or toxins, ergonomics, fire safety or other.
UCIBuy Equipment Reviewer*	Equipment Reviewer	Reviews all Capital Asset requests.
UCIBuy Export Control Officer	Export Control Officer	Reviews orders per Export Control policy.
UCIBuy FM Reviewer	Approver (No Edit)	Reviews maintenance or construction related requests.
UCIBuy Info Security Risk Assessor	Info Security Risk	Reviews requests to identify security risks for data, systems or operations.
UCIBuy Lease Reviewer	Assessor	Reviews codes and line item structure for lease reporting requirements.
UCIBuy PD Reviewer	Approver (No Edit)	Police Department Reviewer for orders involving defense, law enforcement, security, safety equipment.
UCIBuy Privacy Reviewer	Privacy Reviewer	Privacy Reviewer for PII to safeguard sensitive data per privacy policy.
UCIBuy Risk Services Reviewer	Approver (No Edit)	Risk review for liability, financial, operational compliance and reputational risks.
UCIBuy Small Business First Program Officer*	Small Business First	Ensures SBF compliance.
UCIBuy TDS Reviewer	Approver (No Edit)	Transportation & Distribution Services review of traffic control related requests.
UCIBuy Trademark Reviewer	Approver (No Edit)	Ensures Trademark and Licensing compliance for requests involving production of merchandise bearing UC Irvine trademarks.
UCIBuy ULAR Reviewer	ULAR Reviewer	Reviews vet service, husbandry, vertebrate animal orders.
UCIBuy UISL (Certified) Reviewer**	UCIBuy UISL (Certified) Reviewer	Assigned only after certification by CISO. Reviews Data Protection Level on PR with UCI Data Access. Applies to Department UISLs that have been certified by OIT CISO office.
	UISL (Non-Certified) Reviewer	Can be assigned to technical UISLs without certification by CISO.
UCIBuy WR Reviewer	WR Reviewer	Workforce Relations (WR) approvals for Covered Services.
Central Roles		
UCIBuy Catalog Administrator	Catalog Administrator	UCIBuy System role for catalog enablement and administration.
UCIBuy Contracts Administrator	Contracts Administrator	UCIBuy System role for Contract Administration, Reporting.
UCIBuy Super Administrator	Super Administrator	Top Level UCIBuy System Admin Role - all permissions.
UCIBuy System Administrator	System Administrator	Mid Level UCIBuy System Admin Role - many permissions.
UCIBuy Central PALCard Reviewer	Approver (No Edit)	Used by Central Procurement - PALCard Admin to review PALCard form requests.

*bypasses DSA approval

**UCIBuy+ Procurement Services Function seeks approval from IT security lead.