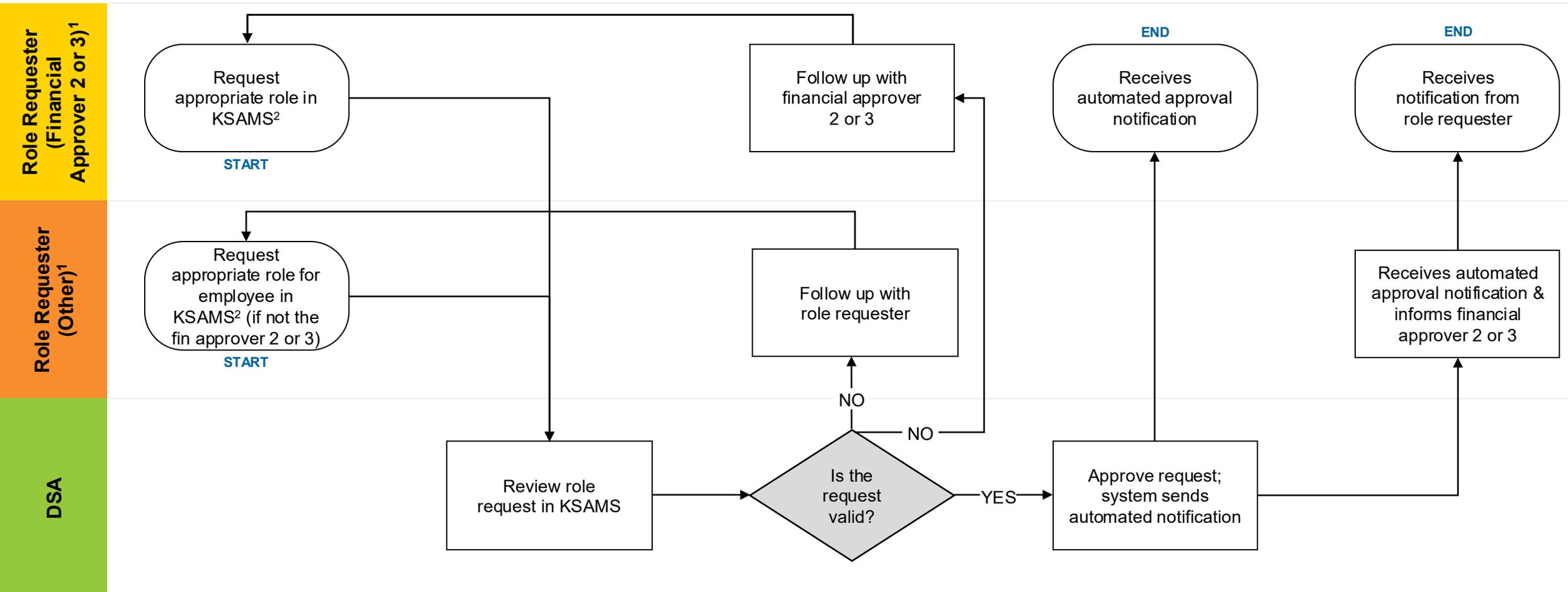


## Request Financial Approval 2 or Financial Approval 3 Role

**Financial Approver 2:** Approves  $\geq \$100K$ ; level 5 org; MAABO or finance director. **Financial Approver 3:** Approves  $\geq \$500K$ ; level 3 org (school / division); asst. dean or AVC.  
**Financial Approver 1:** Approves all financial transactions at the account level. Also known as fiscal officer for KFS transactions. Visit [accounting's website](#) for more information about this role.



### Notes:

<sup>1</sup>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:** UCIBuy Financial Approver 2 or UCIBuy Financial Approval 3

<sup>2</sup>KSAMS resources: [Website](#) | [User Guide](#) | [System Access](#)