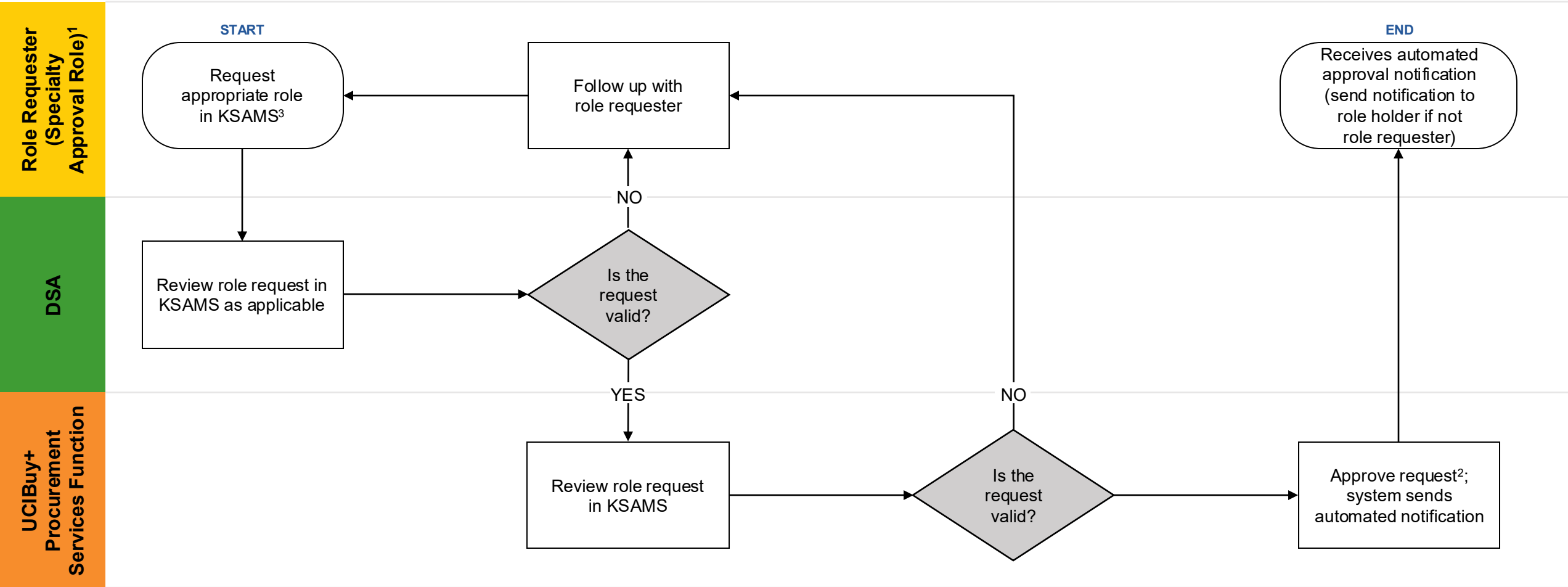


# Request UCIBuy+ Specialty Approver Role

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.



**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:** See page two for details

<sup>2</sup>Some roles require manual set up in the UCIBuy+ system or additional offline approvals; UCIBuy+ Procurement Services Function must consult internal SOP manual

<sup>3</sup>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.