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

Transmits to Supplier

Automatic Purchase Order (APO)

Automatic Purchase Order (APO)
By-passes Departmental Buyer if order is ≤ $5,000 **and** non-restricted commodity.