Departmental Buyer (Contract Manager) Request Form

As the DSA (Department Security Administrator), I hereby request the applicant below be given access to KFS (Kuali Financial System) as a Contract Manager (Buyer) to process Purchase Orders for the Organization codes below. Access defaults to unrestricted items, ≤ $5,000 unless otherwise specified and approved below.

Instructions for DSA: *Please type in the applicant, supervisor and DSA sections. Once complete, click the **submit** button. For questions email PALCard@uci.edu.*

Applicant					
Name			Title		
UCInetID			Department		
Email		Phone		Fax	
Supervisor					
Name			Title		
Phone			Email		
Org Codes(s) - Required			Select Applicant Delegation – Required *(only 1 primary per org is allowed)*		
DSA					
Name			Title		
Department			Phone		
Date			Email		

Submit

Section completed by Central Purchasing

Training Validation	Enter completion date. Asterisk (*) denotes required training.		
Low Value/PALCard eTraining and eTest*		KFS Basics*	
Requisition Fundamentals*		Purchase Order Fundamentals*	
UCIBuy + Rapid Requisition		Requisition for Capital Asset	
Recurring Payment Requisition			
Notes:			

Central Purchasing Sign Off: _____

Purchasing Director Sign Off

I, _____, hereby give the delegation of authority to, _____, to execute standard purchase orders for materials of goods and allowable services to be supplied to the University in the amounts not to exceed $5,000. The authority is delegated provided that:

1. PALCard purchases and standard purchase orders are in accordance with University policy, with procedures specified in the Business and Finance Bulletin;
2. Funds are available;
3. If required, approval of the contracting and granting agency is secured.

_____

Snehal Bhatt   Date
Chief Procurement Officer