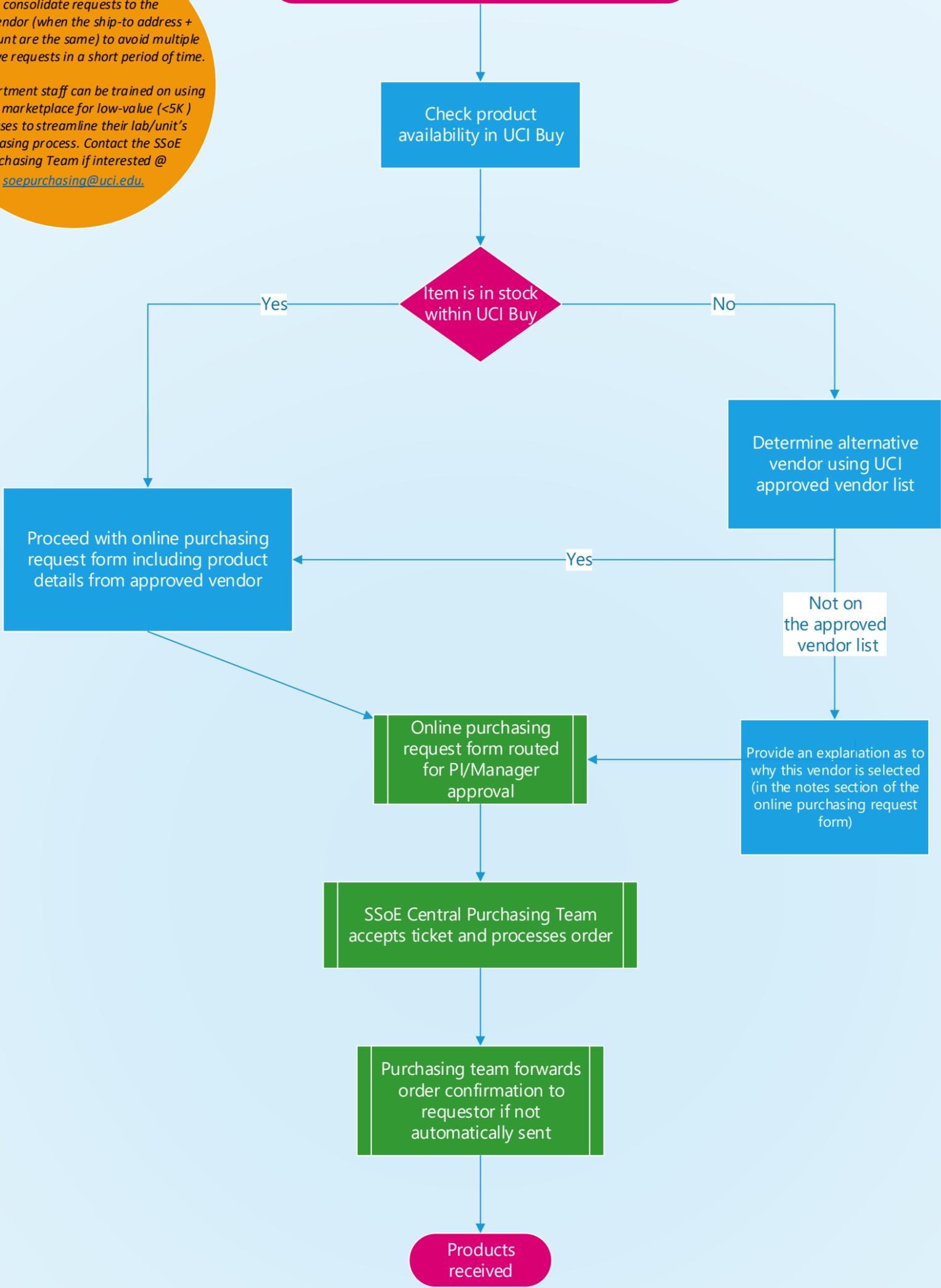


Note: Requestors should try to consolidate requests to the same vendor (when the ship-to address + KFS account are the same) to avoid multiple consecutive requests in a short period of time.

Lab/Department staff can be trained on using UCIBuy marketplace for low-value (<5K) purchases to streamline their lab/unit's purchasing process. Contact the SSoE Purchasing Team if interested @ soepurchasing@uci.edu.

Requesting purchase of office & general lab supplies

* All sections below referencing policy, systems, and/or forms are hyperlinked



New Purchase Request

Required Fields:

- Vendor name
- PI/Approver Name
- PI/Approver Email (e.g., ucinetid@uci.edu)
- Requestor Name
- Requestor Email (e.g., ucinetid@uci.edu)
- Requestor Phone
- Delivery Address
- KFS Account

- For each item:
- quantity,
 - units (ea, bx, pk, etc.)
 - description/part number
 - unit price

Purchasing uses an internal ticketing system. Requestors will receive a confirmation email with a Purchasing Ticket number. For correspondence or questions about the order, reply to the ticket confirmation email and include the provided subject line.