



### *UCIBuy+ Project Sponsor Message*

Dear colleagues,

UC Irvine Procurement Services is preparing to launch UCIBuy+, a new system for campus requisitions and purchase orders. UCIBuy+ builds on the current UCIBuy platform and will replace KFS requisitions & purchase orders, automating manual steps, and providing clearer visibility into approvals and compliance.

**New go-live date: Monday, April 13, 2026**

## **System Downtime**

- UCIBuy and KFS purchasing functions will be temporarily unavailable or limited from March 30 through April 10 as we transition to UCIBuy+. This cutoff period is standard when transitioning between systems and is necessary for a successful migration. Key dates include:
  - **March 26, 2026:** Last day to create new KFS requisitions and UCIBuy carts
  - **April 2, 2026:** Deadline to finalize in-transit requisitions, POs, and PO amendments
  - **April 3, 2026:** Full lockdown of UCIBuy and KFS procurement functionality
  - **April 8, 2026:** Early access for Central Procurement and select campus units
  - **April 13, 2026:** System access available to all campus users
- PALCards will continue to operate normally during the downtime. Single purchase limit will be temporarily raised to \$10,000 for all PALCards, and monthly limit will be raised appropriately. Procurement Services will take care of increasing the limit and no action is required by the cardholders.
- Other KFS functions—including general error corrections (GEC), payment of invoices, travel & event management (TEM)—will remain available.
- **Emergency Purchases:** Mission-critical purchases (e.g., to support health, safety, or critical research) that cannot wait for the new system to launch or be made with a PALCard should be routed through Procurement's ServiceNow portal during the downtime window for manual processing.

## **What You Should Do**

- **Department business offices:** Please share this information with your teams and plan ahead for upcoming purchases.
- **Requisitioners & approvers:** Review upcoming needs (including research and operational items) and submit early to meet the deadline.
- **System availability:** Campus purchasing through POs will resume when UCIBuy+ goes live, targeted for April 13, 2026.

- **UCIBuy+ system users:** [Training Lab](#) sign-ups will open soon. Watch for an email with dates and registration links.

## When UCIBuy+ Goes Live

- Items **not fully approved before downtime will not transfer** to the new system.
- Drafts or in-progress requisitions will need to be **re-submitted in UCIBuy+**.
- Expect **short-term processing delays** as volume clears and users transition to the new platform.

For more information, including detailed [FAQs](#) about this transition, please visit the [system transition webpage](#).

Thank you for your preparation and partnership as we implement UCIBuy+ to improve campus purchasing.

Please email [procurement@uci.edu](mailto:procurement@uci.edu) with any questions.

Sincerely,

**Mary Lou D. Ortiz**

Chief Financial Officer

Vice Chancellor, Finance & Administration

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