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From	Snehal Bhatt - Chief Procurement Officer, Procurement Services
To	Campus Employees (includes College of Health Sciences Employees)
Subject	Final Reminder: UCIBuy+ Launch – Submit KFS/UCIBuy Purchase Requests & Amendments by March 26
Sending Time	03/23/2026 (Send Immediately)

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UC Irvine Procurement Services

Dear colleagues,

This is a final reminder that the deadline for submitting purchase requisitions requiring Procurement Services approval is this Thursday, March 26. As a follow-up to our [initial communications](#) about UCIBuy+, please plan ahead for the upcoming system downtime for UCIBuy and KFS requisitions & purchase orders.

Key Dates & Reminders:

- **March 26, 2026, 5 p.m. is the deadline** to submit new KFS requisitions, UCIBuy carts, or purchase order amendments (POAs).
 - All saved requisitions that have not been submitted will be canceled automatically after 5 p.m. and will need to be redone/resubmitted in the new UCIBuy+ system by the department.
- **April 2, 2026, 5 p.m. is the deadline** to finalize all in-transit requisitions, purchase orders (POs), and POAs. Requisitions that do not have all required compliance documentation will be disapproved by Central Procurement.
- **April 3, 2026 is when the full lockdown** of UCIBuy and KFS procurement functionality begins.
- **April 13, 2026 is the first day** for all campus users to enter purchase requisitions in UCIBuy+.

Additional Reminders:

- Submit purchase transactions early to avoid delays — items not fully approved before lockdown will **not** transfer to UCIBuy+ and will need to be re-entered in the new system by the department.
- **PALCards** will continue to operate normally during the downtime. The single purchase limit will be **temporarily raised to \$10,000** for all PALCards, with monthly limits raised appropriately. Procurement Services will handle the limit increases - **no action is required by cardholders**.
- **Other KFS functions** — including General Error Corrections (GEC), Travel & Event Management (TEM), and payment of invoices — will remain available. In other words, payment for all POs created in KFS will continue to be processed during downtime (including lockdown period).
- **Emergency Purchases:** Mission-critical purchases (e.g., to support health, safety, or critical research disruption) 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.
- Some departments may have **earlier internal deadlines** — check with your business office.

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 with any questions.

Sincerely,

Snehal Bhatt

Chief Procurement Officer

Procurement Services

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