

CruzBuy Account Setup

All requisitions/purchase orders are processed using the online [CruzBuy](#) purchasing system. All CruzBuy users must have a login & password to use the system.

Obtaining a CruzBuy account:

- To request a new account or to change a user role for an existing account, complete and print the [CruzBuy account form](#).
- A valid "@ucsc.edu" email address is required and must be included on the form.
- Send the signed form as a PDF or through campus mail to [Suzanne Ziegler](#).
- You will receive an email from FIS when your account has been activated.

Please contact your Research Accountant or the Division Financial Team for specific funding questions.

CruzBuy Assistance:

831-459-2311

Email: buy4me@ucsc.edu

Trainings and User Guide: [Procurement Services](#)