A Gateway Form has been created to obtain FlexCard authorizations. It is found on the Gateway home page, under the FORMS section.

Departments can use this form for two different purposes:

1. **For purchases of any amount**, to leverage the Gateway workflow authorizations process in order to record P.I. and Contracts & Grants Fund Manager approvals. **USE OF THE FORM FOR THIS PURPOSE IS OPTIONAL, IF THE PURCHASE AMOUNT IS LESS THAN THE CARDHOLDER’S PER TRANSACTION LIMIT.**

2. **For purchases that exceed the Cardholder’s FlexCard per transaction limit**, where FlexCard Administration needs to increase the limit as a temporary exception. **THE FORM MUST BE USED FOR THIS PURPOSE.**
A. COMPLETING THE FORM

1. When you click the FlexCard Authorization icon on the Gateway home page, the form opens in a new browser window. The items marked in bold (Supplier Name, Order Placement, Description) must be completed before it can be submitted.

2. Enter the Supplier Information:
   a. Supplier Name
   b. Supplier Contact Name (if available)
   c. Supplier Email/Phone Number (if available).

3. Enter the Order Information:
   a. Order Placement: use the dropdown menu to indicate whether the order is being placed on the Requisitioner’s FlexCard, or on someone else’s
b. FlexCard Cardholder’s Name (either Requisitioner or a second party)

4. Enter the Description, (Unit) Price and Quantity of the items being purchased with the FlexCard.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>16&quot; Ceramic Dewar - Nitrogen</td>
<td>1900.00</td>
<td>2</td>
<td>0.00</td>
</tr>
<tr>
<td>24&quot; Ceramic Dewar - Helium</td>
<td>2560.00</td>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
<td>26&quot; Ceramic Dewar - Hydrogen</td>
<td>3000.00</td>
<td>1</td>
<td>0.00</td>
</tr>
</tbody>
</table>

NOTE: If you wish to know the order total before submitting the form, click Recalculate List Total (the total will be calculated when the form is imported into your Shopping Cart, and tax will also be calculated at that time).
5. Attach your quote and other documentation, as required.

6. When all required information has been entered, scroll to the top of the page and select Add and Go to Cart as the Action and then click GO.

7. The FlexCard Authorization form is now added to your Shopping Cart. Complete and submit the shopping cart and requisition through normal Department Workflow.
B. WORKFLOW

The Post-Department approvals process varies according to several factors.

1. If the purchase has been flagged as Restricted, or Inventorial Equipment (even low value fabrication component purchases) no matter what the Total Amount, it routes for Commodity approval, then Purchasing Buyer approval, before being routed to FlexCard Administration.

2. If the purchase has not been flagged as Restricted or Inventorial Equipment, and the Total Amount is $2,500 or less, the FlexCard Authorization form is marked as CLOSED (to prevent any invoices from being paid against it) and the Cardholder can place the order. The form does not route to Purchasing or to FlexCard Administration (the amount is below the Cardholder’s per transaction limit).

3. If the Total Amount is greater than $2,500, it routes to FlexCard Administration for approval.
   a. If the purchase amount is between $2,500 and $5,000, and the Cardholder has a $5,000 per transaction limit, FlexCard Administration does not need to take any action and simply informs the Cardholder to place the order.
   b. If the purchase amount exceeds the Cardholder’s per transaction limit, FlexCard Administration makes the necessary limit change at U.S. Bank and then informs the Cardholder that he or she can place the order.
   
   NOTE: If the Total Amount is between $5,000 and $10,000 and the purchase has not been flagged as restricted, it does not route to a Purchasing Buyer. However, FlexCard Administration may discuss the order with a Buyer before increasing the per transaction limit and contacting the Cardholder.
   c. If the Total Amount is greater than $10,000, the FlexCard Authorization Form routes to a Purchasing Buyer. Once the Buyer as approved the form, it routes to FlexCard Administration, which makes the necessary limit change at U.S. Bank and informs the Cardholder that he or she can place the order.

4. Once FlexCard Administration has approved the Authorization Form, it is marked as CLOSED in Gateway. This prevents duplicate invoicing. FlexCard Gateway orders also do not require a receipt.

   NOTE: Gateway does not submit orders originated as FlexCard Authorizations to the vendor. All Gateway – FlexCard orders must be submitted to the vendor by the Cardholder.

For questions regarding use of the FlexCard Authorization form, please contact help@gateway.procurement.ucsb.edu.
C. PROCESSING GATEWAY ORDERS IN THE FLEXCARD ALLOCATION MODULE

FlexCard orders processed via the Gateway Authorization Form are processed on a separate PO Number Wheel: all order numbers begin with “F” and have the standard 12 characters – F00000000008, F00000000123, F00000001234, etc..

This order number must be entered correctly into the FlexCard Allocation Module, in order for it to appear correctly on the general ledger, especially when the order is for inventorial equipment or fabrication components, in order to allow Equipment Management to match and reconcile the expense correctly.

The two components of the 12-character Gateway order number must be entered into the appropriate fields on the Transaction Allocation screen.

1. Enter the first 6 characters (F00000) into the Reference Number field.
2. Enter the last 6 characters (000123, in this example) into the Dept Dash Number field. These are the truly important numbers, since they are unique to the transaction, and must be entered in this field, not the preceding one.