Gateway Flexcard Authorization Form

Suggested Form Uses:

- When you need a PO to raise your limit for a one time purchase via the flexcard.
- When you want to take advantage of the Gateway workflow authorizations in your flexcard process.

Where is the form located?

- On the Gateway home page; under Gateway forms.

Steps to process an order:

- Click the "Flexcard Authorization" sticker on the Gateway home page.
- The form will pop up as a new window in your browser.
- The items marked in bold are required prior to submitting.

- Enter the Supplier Name, Your contact within the Company, their email/phone number.

Supplier Information	?
Supplier Name	
Supplier Contact Name	
Supplier Contact Email/Phone	

- Select from the drop down if the order will be placed on YOUR flexcard or another Departmental Flexcard holder.
- Designate the name of the Card holder (this field is not required to be filled in by shopper/requester, but the department buyer SHOULD fill this section out and identify the card holder for the charges).

Order Information	?
Order Placement:	Please select... ▾
	Please select...
Flexcard Holder's Name	Order placed with MY Flexcard
	Order placed with ANOTHER Flexcard
Order Items List	

Order Information	?
Order Placement:	Please select... ▾
Flexcard Holder's Name	

- Enter the description, price and quantity of the items you are purchasing with your Flexcard. (The form is limited to 10 line items you may need to adjust quotes to fit into 10 line items).

Description	Price	Quantity	Ext. Price
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		Total	**0.00**
			recalculate list total

- Attach your quote, as needed.

Additional Information	?
Internal Attachments	
add attachment...	
Supplier	Flexcard Supplier
Fulfillment Address	Flexcard Tracking: Business and Financial Services 3203 SAASB Santa Barbara, CA 93106-1150
Supplier Phone	+1 (805) 893-8025

- When complete, scroll back to the top and select "add to cart and go" and click gold "go" button.
- Complete the shopping cart/requisition through departmental workflow, as you would a normal purchase.

Additional information:

- Any order over $2,500 will automatically route to the Flexcard administrator for approval.
- Note Gateway will not send any order to your supplier noted on the form. It is up to the end user to contact the vendor directly and supply the vendor with your credit card information.
- The official Supplier in Gateway is listed as "Flexcard Supplier" with the Business and Financial Services Contact Information.
- This form is only to be used for authorizations, which is why the supplier is defaulted to "Flexcard Supplier."
- The form is on it's own PO number wheel. The PO's generated from this form with be a 12 digit number beginning with an "F" for Flexcard.
- The form will automatically close preventing duplicate invoicing, and will also not require a receipt.

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	
✓ F00000000007	Flexcard Supplier	4/10/2013 1:13 PM	38525751	Kristi Reyes	Sent	Closed No Matches	1,413.45 USD	
✓ F00000000006	Flexcard Supplier	4/10/2013 11:18 AM	38641940	Jeri O'Mahoney	Sent	Closed No Matches	770.60 USD	
✓ F00000000005	Flexcard Supplier	4/10/2013 10:46 AM	38609962	Marisa Ortega	Sent	Closed No Matches	11,253.60 USD	
✓ F00000000004	Flexcard Supplier	4/9/2013 2:39 PM	38507692	Anna Hernandez	Sent	Closed No Matches	432.00 USD	
✓ F00000000003	Flexcard Supplier	4/5/2013 1:46 PM	38504707	Andrew Stewart	Sent	Closed No Matches	26.75 USD	
✓ F00000000002	Flexcard Supplier	4/5/2013 10:53 AM	38510275	Kristi Reyes	Sent	Closed No Matches	939.75 USD	
✓ F00000000001	Flexcard Supplier	4/4/2013 4:17 PM	38448135	Patricia Halloran	Sent	Closed No Matches	6,679.92 USD	

Showing 1 - 7 of 7 results — All Dates — Create Quantity Receipt — Go
Results per page 500 — Sort by: Best match — Page 1 of 1 — ?
Results per page 500 — Page 1 of 1

For questions regarding use of this form please contact:

help@gateway.procurement.ucsb.edu