



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

August 02, 2017

Re: GGSE Notes from the 4<sup>th</sup> floor: Gateway  
To: All – Academic/Student/Staff Listserv  
From: Brett Beisecker, Business & Financial Analyst

Gateway

As was previously announced, we are moving forward with integrating faculty use of Gateway, the campus procurement system. Going forward, if you need to order something online, please email your C&G analyst (for research funds) or Terri Hille (non-research funds) your request. They will place the order in Gateway. As account approver, you will receive a notification by email to review and approve the order. Approval can be done in Gateway, or using a 4 digit pin through the notification email. Brett Beisecker will be available for questions, training and, account setup/help. A [Gateway approving guide](#) is also available on the Faculty Resources page under the References heading.