**PORT Receipts**

When using the ProCard as the payment method in PORT, a printout of the Purchase Order from PORT is not an acceptable form of documentation. If an invoice is available from the vendor, that is the required documentation. If the vendor does not provide an invoice, you can use the packing slip or order confirmation as documentation. When using the packing slip or order confirmation, the documentation must clearly show the vendor, item(s) purchased, quantity purchased, amount and total amount. The total amount must match the transaction total. Instructions on how to pull receipts for PORT suppliers can be found on the ProCard website.

PORT Receipt Printing

**ProCard Office Emails**

The ProCard Office will send cardholders emails when we are in need of information to comply with the ProCard policies. These emails should be reviewed and completed by the deadline mentioned in the email. A reminder will be sent after the 1st deadline. If we do not receive a response by the reminder deadline, the card will be suspended until we receive the information.

**Important Dates**

- 1/17 – December Statement Due
- 1/15 – ProCard Cycle Ends
- 1/24 – Allocation Deadline

**Annual Verification Forms**

The ECU ProCard Office holds an annual review of cardholders to ensure that cardholder information is on file correctly and that privileges are appropriate. Your cooperation is required to ensure accurate data, security and appropriate oversight of the ProCard Program. When you receive this form, please verify that the information is accurate, get the required signatures and return to procard@ecu.edu.

**2019 Statements**

During the month of January, the ProCard Office will be reviewing 2019 statements and closing out the 2019 records. If you receive a request from the ProCard Office, please turn in the original statement packet or scan a copy to procard@ecu.edu.

**ProCard Office**

procard@ecu.edu

737-5545