ProCard Newsletter
February 2020

Happy Valentine's Day

Important Dates
2/10 – Statement Due
2/14 – ProCard Cycle Ends
2/25 – Allocation Deadline

Amazon
Amazon orders can be shipped in different packages. This may result in multiple charges in Works for the same PO. Amazon will charge based off what items were shipped. The cardholder is still responsible to provide an invoice that matches the charge that appears in Works.

Tax Charges in Works
If you know that a vendor has not charged tax but Works is showing a tax amount, you can go onto the allocation tab and select “Non-Taxable Purchase”.

Billing Addresses
There are only two billing addresses that are used for cardholders. If you are located on West Campus, your billing address is 600 Moye Blvd. If you are located on East Campus, your billing address is 1000 E 5th street. These addresses are entered into the system by the procard office. Some vendors require the exact wording for the billing address.

Email Correspondence
To ensure a quicker response, please send all emails to procard@ecu.edu. This inbox is monitored by all staff members in the procard office.

Email Correspondence
If a form is requested by the ProCard office, the best practice is to return via email to procard@ecu.edu. Please do not send both an electronic copy and the original. All forms are now scanned so the original is not required.

ProCard Office
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