ProCard Newsletter
June 2019

Year End Dates
In order to post to the fiscal year 2019 budget, ProCard transactions must post to Works by 6/15/19. If you know of vendors that don’t charge immediately, please be conscious of that and make purchases in enough time for them to post by the 15th of June.

Important Dates
June 10 – May Statement Due
June 14 – ProCard Cycle Ends
June 24 – Allocation Deadline

Software Purchase
When making payments for services on contracts, please confirm the preferred payment method with Materials Management. If the payment is less than $5,000 and the vendor accepts VISA, the payment should be made using the ProCard. Some of ECU’s contracts state that the payment must be made with the ProCard.

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Contracts
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Works Upgrade
Bank of America released an update to Works on June 1, 2019. As a best practice, all users should clear their web browser cache (temporary internet files).

ProCard User Guide
As of June 15, 2019, there will an updated ProCard User Guide available on the ProCard website.

Personal Identifying Information
As a reminder, please do not send or scan any documentation that contains any personal identifying information (PII) or patient related information that would be subject to HIPAA. If you have any questions on what is considered PII, please see the regulation at: https://itcs.ecu.edu/ecu-regulation-on-ssn-and-pii/

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