ProCard Newsletter

August 2019

Statement Reconciling

Monthly ProCard statements are due to the ProCard Office by the 10th of the following month. Please send your statement and all documentation to MAILSTOP 227. There should be documentation for each transaction that clearly shows the vendor name, items purchased, quantity, amount and total. The total must match the statement. Any food purchases require additional documentation such as an agenda and attendee list.

Important Dates

August 10 – July Statement Due
August 15 – ProCard Cycle Ends
August 26 – Allocation Deadline

Foundation Funds

If a transaction is allocated to a foundation fund in Works, the supporting documentation must be attached in Works. This documentation still needs to be sent with your monthly statement.

ProCard Forms

All ProCard forms can now be digitally signed and returned at procard@ecu.edu.

ProCard User Guide

As of July 1, 2019, there is an updated ProCard User Guide available on the ProCard website.

ProCard Office

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ProCard Email Response

If you receive a request for additional information from the ProCard Office, please return the information via email to procard@ecu.edu. If the requested information is not received by the deadline, the cardholder is sent one reminder email and then the card will be suspended until the information is received.