Important Dates
Oct. 10 – September Statement Due
Oct. 15 – ProCard Cycle Ends
Oct. 25 – Allocation Deadline

Required Trainings
All ProCard holders are now required to pass two trainings prior to receiving their new ProCard. These two trainings are found in Cornerstone, ECU ProCard Training and Banner Finance Training for New Users. Also, any ProCard holder transferring departments will be required to pass the most up to date version of ProCard training.

PORT Order Documentation
When making any purchase with the ProCard, the required documentation is an itemized receipt or invoice that matches the transaction total. Currently, all PORT ProCard Only vendors will provide an acceptable invoice for your ProCard documentation with the exception of Life Technologies, ACR and Fastenal. 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.

Seat Upgrades on the ProCard
When making travel purchases on your ProCard, please remember, per page 17 of the ECU ProCard User Guide, no choice or upgrade seat fees are allowed without a medical reason that is documented and approved by an ADA coordinator. If the vendor tries to get you to select a seat for a fee, skip over the selection process and they will automatically select one for you. If a seat upgrade is purchased on the ProCard, the cardholder will be responsible for reimbursing ECU for the fee.

Chrome River Training
To sign up for the new Chrome River System training sessions, please log onto the Cornerstone Employee Training Portal and search for available Chrome River sessions. We also offer WEBX training. Please see the Chrome River WEBX training schedule. Helpful tips and training videos can be found here: Chrome River Training Videos.