Winter Break Reminder

With the upcoming Winter Break, the December allocation deadline will be December 17th. As a reminder, you can allocate transactions as soon as they post in Works, you do not have to wait until the cycle closes.

The ProCard Office will be closed for Winter Break from December 23rd – January 1st. If you encounter an emergency during this time, please email us at procard@ecu.edu or call 737-5545 and leave a detailed message.

International Transaction Fee

Anytime an international transaction posts to your ProCard, Bank of America charges an International Transaction Fee. You will see this charge post in Works on the same day as the transaction. The fee is typically 1% of the purchase price and should be allocated to the same FOAPAL as the original transaction. There is not any required documentation for this type of charge.

Reissued ProCards

Bank of America will automatically reissue ProCards for a few different reasons. The most common reason is because your current card is expiring soon. ProCards are typically issued in the month prior to the expiration month. For example, if your card has an expiration of 1/20, your new card should arrive in December. The next most common reason for a reissued ProCard is a data compromise. This type of reissue is handled by a team at Bank of America. Bank of America receives information from outside companies regarding account compromises. This does not mean that fraud has occurred on your account or that it will occur. In order to help protect your account, Bank of America issues new cards with new numbers and deactivates your old account number.

FOAPAL Questions

Any FOAPAL related questions should be answered by your departmental budget office. The ProCard Office does not advise on which FOAPAL codes should be used in allocations.

ProCard Office

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