Allowable and Unallowable Purchases
The ECU ProCard does not change what you can buy, but how you pay for it. All purchases should be approved by the funding source prior to the purchase. Examples of allowed and unallowed transactions can be found below under Helpful Links, on the ProCard website and in the ProCard User Guide. Items must be purchased from contract vendors, when possible. The purchasing card cannot be used for items listed on the unauthorized transactions list. Failure to comply with this list may result in suspension of ProCard privileges.

We have recently seen an increase in the following unallowed expenses: personal expenses, circumventing spending limits, travel insurance, computer purchases, technology purchases without prior approval.

ProCard Single Transaction Exception
Cardholders can request an exception to the unallowable purchase list by submitting a ProCard Single Transaction Exception form. When submitting this form, we ask that you provide as much detail as possible, the exact amount of the transaction and a copy of the invoice/quote. Exceptions will be reviewed by ECU Disbursement Management and the State of North Carolina Department of Administration before approval is granted.

Vendor Surcharge
Vendors can legally charge a transaction fee on credit card purchases. The credit card surcharge is determined by the merchant and cannot exceed 4% of the transaction amount. The vendor must inform you at the time of sale that there will be a surcharge and the amount of the fee. The charge should be shown on your receipt as well.

Technology Request Form
The ECU ProCard Technology Request form must be completed and approved in PORT prior to the purchase of any software, non-standard computers (Non-CPI), hardware, datasets, Internet of Things (IoT), and services for your department renewal when software or data services are purchased regardless of cost. Please use the ProCard form to request to purchase technology within your ProCard transaction limit. Per ITCS, the form must be completed in all situations (new or renewal). Once approval is obtained, you are permitted to use the ProCard as the payment method for the software. The form can be found on the PORT home page. An Answer Guide to the Technology Request Form can be found on the PORT home page as well. If the transaction requires a ProCard Single Transaction Exception, the completed requisition will be required before the exception is granted.

A copy of the completed requisition must be included with the transaction documentation that is attached in Chrome River.

ProCard Training
All new and transferring cardholders must complete the most up to date trainings. The ProCard Office requires two trainings, ECU ProCard Training and Banner Finance Training for New Users. Banner Finance Training for New Users is offered online through Cornerstone and employees can self-register at go.ecu.edu/BFTnew. The ECU ProCard Training document can be downloaded at go.ecu.edu/procardtraining and the ProCard Training Quiz is in Cornerstone at go.ecu.edu/procardtrainingquiz. Once the employee has completed both trainings in Cornerstone, our office will issue the ProCard to the employee.

Helpful Links
ProCard Expense Examples
Purchasing Card User Guide
ProCard Application
ProCard Account Maintenance Form
Answer Guide to the Technology Request Form

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