## 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 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) when software or data services are purchased. 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 request will be required before the exception is granted.

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

## Personal Expense

The ProCard is NOT to be used for personal purchases under any circumstances, even if you intend to pay the University back. Intentional abuse of the card is cause for immediate cancellation of card privileges and may be cause for termination of employment. Unintentional use as determined by the ProCard Manager will be handled on a case-by-case basis. Repeated offenses, unintentional or otherwise, is cause for card cancellation. If a personal expense inadvertently occurs, the ProCard Office should be notified. The ProCard Office will recommend how to move forward.

More details can be found in the ECU ProCard User Guide on page 13.

## ProCard Travel Transactions

Employees will continue to use the Employee Accounts for travel using the tiles in Chrome River as they are tied to the proper accounts.

Non-Employee/Candidates/Guest Speakers will expense travel transactions using the ProCard Reconciliation Report and then use “Services” with the respective account.

### Helpful Links

- ECU ProCard website
- Purchasing Card User Guide
- ProCard Account Maintenance Form
- ProCard Application
- Answer Guide to the Technology Request Form

### Business Purpose

All ProCard transactions require a valid business purpose that explains the what and who of the transaction. There is a line on the Chrome River report to document the business purpose for each transaction. Example: office supplies for clinic.