ProCard Newsletter  
*September 2020*

*Important Dates*

- 9/10 – August Packet Due
- 9/15 – ProCard Cycle Ends
- 9/16 – Chrome River Go Live
- 9/24 – Allocation Deadline

*Chrome River Roll Out*

ECU is excited to announce the roll out of Chrome River, the new online travel/employee reimbursement, and ProCard reconciliation system. The launch date is set for September 16, 2020. Chrome River is a user-friendly reimbursement system that automates many of the functions that previously required manual calculations by the user. Secondly, the employee’s pre-approval and expense reports are automatically routed to specific approvers based upon the employee’s profile and the funding. Finally, receipts and other supporting documentation will be scanned into the system.

**ProCard transactions posted September 16, 2020 and after will be processed/reconciled in Chrome River.**

*PORT Receipts*

When using the ProCard as the payment method in PORT, a printout of the Purchase Order from PORT is not an acceptable form of documentation. If an invoice/receipt 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.

*ProCard Office*

Jennifer Jones – Manager  procard@ecu.edu
Brittany Harward – Analyst    (252) 737-5545

*Photo courtesy of ECU Football*