PROCARD APPOINTMENTS
The ProCard Office is now using Microsoft Bookings. To better serve the University, we are updating the new card pick up process. When you have a card ready, you will receive an email with a link to our bookings website where you will be able to make an appointment for pickup.

Another great service that we have on our booking website is ProCard Help. This allows you to set up a 30-minute teams meeting with one of the ProCard Office staff members. The link for ProCard Help is go.ecu.edu/ProCardHELP.

PROCARD FORMS
As a reminder, ProCards are issued with your legal name. When submitting a ProCard form or inquiring about a ProCard item, please use your legal name. This is the name in Banner.

SPLIT PROCARD TRANSACTION
We have seen an increase in requests to split a ProCard transaction in Chrome River. If your ProCard transaction covers more than one employee, it will need to be reconciled on a ProCard Travel expense report under your name. When you do this, add the employee names under business purpose. On the pre-approvals, make a note that the transaction was reconciled on a PCT report. We cannot split the transactions between multiple eWallets.

PORT VENDOR DOCUMENTATION
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. The documentation must clearly show the vendor, item(s) purchased, quantity purchased, amount and total amount. The total amount must match the transaction total.

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