Winter Break Reminder

The ProCard Office will be closed for Winter Break from December 24th – January 4th. If you encounter an emergency during this time, please email us at procard@ecu.edu or call 737-5545 and leave a detailed message including the problem and a callback number.

Chrome River eWallet

When reviewing your Chrome River eWallet, the only ProCard transactions are the items that show under Credit Card or start with transaction.feed. A cardholder does not have the option to delete a Procard transaction. Any other items in the eWallet should be receipts that were added to Chrome River. These can be deleted by the user if needed.

Year End Reports

With Winter Break approaching, please remember that all Chrome River reports must be fully approved before they will post in Banner. If you have any outstanding reports that will be over 30 days when we return in January, please submit the report by December 21st to allow approval time. If you have transactions that you would like to post in Banner in 2020, try to make these purchases by December 15th. The posting depends on the vendor, but this should give the transaction time to post in Chrome River and be on a fully approved report by December 23rd.

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. When prompted for an attachment in Chrome River, you can simply type, “International Fee”.

ProCard Statements

Part of North Carolina’s contract with Bank of America is that all cardholders receive a monthly paper statement so you will continue to receive this paper statement. We suggest that cardholders review the statement and then keep it on file in their department with any other ProCard documents for the period of current fiscal year plus one closed fiscal year. Please do not send your statement and/or backup to the ProCard Office unless requested.

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