

A Note from Materials Management

Effective March 1st, 2022, small purchase benchmark changes defined in 01 North Carolina Administrative Code 05B.0301:

- Benchmark Increase from \$5,000 to \$25,000, federal grants benchmark remains at \$10,000.
- Solicitation for procurements less than \$25,000 is not required.
- Departments will obtain quotes for orders less than \$25,000.
- Internal approvals are required.
- ECU is required to utilize State Term Contracts for commodities and services when applicable.
- This rule change will further open opportunities for Historically Underutilized Business' (HUB).

If you have any questions, please contact Materials Management at 328-6434 or PORT@ecu.edu.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



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Save the Date

Wednesday, April 20 and Thursday, April 21

The **2022 Financial Services Workshop** will be a virtual conference for two days. Each daily session will be four hours per day. Wednesday's sessions will be in the afternoon while Thursday's session will be in the morning. The prestigious guest speaker list is sure to capture the attention of all attendees. The virtual format will allow all Banner Finance users to attend using Microsoft TEAMS with no participant limits. Attendees can choose the topics that are related to their work duties. More information will be shared soon.

Journal Entry Tips

- ◇ Banner should assign the journal voucher number, simply click GO.
- ◇ [Instructions to Add Additional Documents to Xtender](#)
- ◇ The [journal entries website](#) provides detailed instructions for all journal entry processes.
- ◇ [Instructions to Remove Banner Messages in Banner Admin Pages](#).
- ◇ ecuBIC query "[Journal Voucher Summary](#)" will provide document status, pending approvals, and posted approvals.