ECU PROCARD PROGRAM
MATERIALS MANAGEMENT – 328-6434 - Mailstop 206 - www.ecu.edu/purchasing, click “ProCard”
Frances Flowers – ProCard Manager - flowersf@ecu.edu; 328-2761
Melissa Eakes – ProCard Asst Manager - beddardm@ecu.edu; 737-1852
Debbie Steinmetz – ProCard Asst Manager - steinmetzd@ecu.edu; 328-5436

WORKS – Bank of America online - https://payment2.works.com or http://www.bankofamerica.com/worksonline

- No Sharing of cards! Only the person named on the card is allowed to use it.
- No purchases over $5,000 to a given company within a set period of time. Do not purchase over your single transaction limit and do not split transactions in order to circumvent your limit. Contact Materials Management.
- University business purchases only.
- Lost/Stolen card or fraud charges: Contact ProCard office. Report to Bank of America 1-888-449-2273, if after hours.
- Credits for returns must be issued back against the card. No checks, gift cards, etc.
- For shipping and receiving needs, contact ECU Central Stores at 328-9932
- ECU is NC Sales Tax Exempt for most purchases and the number is displayed on the card. Most vendors have that number listed, with the exception of the following:
  - Lowes – “East C Greenville, NC” or 059800021. Key fobs give 5% off business purchase, but do NOT replace contracts.
  - Office Depot – 39120714
  - Radioshack – 252-328-2761
  - Walmart – 1003978 (Online: 182544908)
- Billing/Statement addresses are predetermined:
  - East Campus: 1000 E 5th St
  - West Campus: 600 Moye Blvd
- Delivery Address: Cardholder is responsible for – actual location
- Statements:
  - Cardholder must attach a receipt for each transaction
  - Minimum of two signatures on statement
  - Original and one copy of shiny receipts, because ink fades.
  - Small receipts need to be taped to 8.5 x 11 sheet of paper
  - Statements are due to Materials Management by 10th of the month following the cycle.
  - Statements for the Division of Health Sciences are due directly to Cathy Alphin by the 1st of the month following the cycle. Cathy will then send to Materials Management by the 10th of the month.
- Receipts:
  - Original, itemized invoice (Vendor, description, price breakdown, tax/shipping, total.)
  - Air, bus, train fares need to show who, what, when, where, how much and breakdown. (No insurance, protection fees, seat fees, etc. Can only purchase airfare for longer trip if you can show that it was cheaper than needed-flight.)
  - Registrations need to show who, what, when, where, how much and breakdown. No extra fees (no meals, tours, extra person, etc.)
- Cardholder requirements: (depends on Department rules)
  - Check to see if item(s) are on State Contract.
  - Make sure the item you are purchasing is allowed by your funding source and there is funding available.
  - View transactions electronically in WORKS and verify/change FOAPAL information (be sure to review account numbers)
  - Report any change in employment status, fraud charges, declined transactions, etc. to the ProCard office.
  - Keep all receipts and records (sales slips, register receipts, invoices, etc). Put with statement.
  - Protect and secure your card and paperwork at all times.
  - Provide a business purpose for charges.
- Reconciler: Over-sees ProCard transactions and verifies FOAPAL information.
  - Must review and approve transactions on-line monthly
  - Review and edit FOAPAL codes, as needed, to ensure transactions are charged to appropriate budget codes in Banner.
  - Review documentation
  - Counter-sign statements
  - Forward all statements to Materials Management by 10th of the month following the cycle.
  - If the cardholder and the reconciler are the same individual, the department head my counter-sign his/her approval of the statement.
The designated reconciler should not report directly to the cardholder. If you have this situation, designate someone in the division office to sign off on the cardholder’s purchases.

- Reconciler must report any changes in employee status to card administrator.
- Reconciler must report any unusual cardholder spending activity.
- Reconciler must monitor card spending levels closely to ensure sufficient funds are available to cover departmental charges.
- Departments are responsible for any cardholder spending beyond the set budget limits.

- Account numbers: In-state: air 73201, ground 73211; Out-of-state: air 73205, ground 73215; Out-of-country: air 73209, ground 73219

- Credit lines are not restored until transactions are signed off in the WORKS system by cardholder and/or reconciler (manager/approver)

WORKS Payment Manager

- Online system provided by Bank of America
- Helps you manage your charges/budget
- Review charges and transaction details online
- Edit FOAPAL codes
- Add online comments (business purposes)
- Online Reports
- Electronic Approval / Sign off on transactions (restore credit line)
- Can be reconciled as soon as the charge posts. You will receive an email when items post.
- You can code one charge to different FOAPAL codes.

Monthly Process

- Cycle ends on 15th of the month
- Cardholders and Reconcilers have four business days to process approvals and complete FOAPAL reallocation, if not already completed. FOAPAL codes need to be changed in WORKS prior to 9:00am on the 22nd of each month. Email notification will show date changes, if needed.
- On the 5th business day (normally at 9:00am on the 22nd), charges are locked so that no further FOAPAL updates can be made. You will have to prepare an Interdepartmental Transfer (IDT) if you have not made changes online. The form can be found at: http://www.ecu.edu/cs-admin/syscoord/Banner.cfm
- Need to ‘sign off’ on charges in WORKS so your credit line will be restored and so the complete audit trial is correct.
- Statements will arrive within 5-10 days, normally on the 22nd.
- Transactions are uploaded to Banner once per month and post as J63 entries. Charges are paid in full each billing cycle.

Record Retention: ECU Internal Audit recommends departments keep their copies for three years. ProCard Office archives original statements and backup for seven years.

Suggestions

- Keep a folder to put all receipts in.
- Make sure your Internet sites are secure.
- Mark your calendar.
- Review Transactions.
- Don’t be scammed.
- Reconcilers must attend Banner training.
- Contact ProCard Staff with questions, reports of lost/stolen cards, fraud, staff changes, problems with card, if card is declined, disputes, day-to-day operations.
- If unsure, ask!

- If you leave your department, your card must be turned in to the ProCard office and cancelled.

Steps to receive a ProCard

- Attend class / pass test
- Banner Org Security – access to all orgs you will need to use
- Complete Application.
- Optional – If you need to purchase air, bus or train fare, complete upgrade form.
  - www.ecu.edu/purchasing (Click ProCard in left-hand column).
  - Under “ProCard Forms,” application and upgrade are there.
- You will receive an email when your card has arrived and is ready for pick up.

WHAT YOU CAN PURCHASE HAS NOT CHANGED. ALL STATE OF NC PURCHASING RULES AND ECU PURCHASING POLICIES STILL APPLY. STATE CONTRACT ITEMS MUST BE PURCHASED THROUGH THE CONTRACT SOURCE. ONLY THE METHOD OF PAYMENT HAS CHANGED. “THE PROCARD DOESN’T CHANGE WHAT YOU CAN BUY, ONLY HOW YOU PAY FOR IT!”
EXAMPLES OF EXPENSES

SAMPLE PURCHASES ALLOWED
✓ State contract items purchased through State contract vendors
✓ Memberships and organization dues*
✓ Licenses such as nurses, doctors, etc.
✓ Subscriptions – To a business address / Annual Only / includes software subscriptions*
✓ Conference registrations (all ECU Travel policies apply)*
✓ Publications*
✓ Interlibrary Loans
✓ Postage and stamps
✓ Express shipping & freight
✓ Advertising
✓ Certifications*
✓ Office, lab supplies and equipment (contract vendors)
✓ Software (prepackaged or approved by ITCS or Materials Management), accessories and peripherals
✓ Maintenance contract / agreement payments with initial contract approval by Materials Management on file and documented with statement.
✓ Air, bus and train fares (Additional approval required. One checked bag allowed each way. No candidate tickets.)
✓ Lodging, including Internet and Parking (Additional approval required.)
✓ Promotional items with approval from funding source and logo review, as required. http://www.ecu.edu/cs-admin/mktg/logo_review.cfm
✓ Student group functions including travel, events and group meals (Additional approval required.)
* Required to be paid on ProCard (some exceptions apply-merchant does not accept VISA, foundation funds are being used to purchase the item, purchase amount is over the single transaction limit of the ProCard).

UNAUTHORIZED PURCHASES (Exceptions may apply.)
✗ NO purchases for personal use
✗ NO purchases over designated spending limits
✗ NO split ticket purchases to circumvent the single purchase limit
✗ NO animals
✗ NO weapons and ammunition
✗ NO purchases from pawn shops
✗ NO controlled substances (Drugs, Alcohol, Fireworks)
✗ NO payments to individuals, consultants or employees (Vendor must provide a FEIN number versus a SSN)
✗ NO purchases from University storerooms (must go through PORT)
✗ NO travel, such as food/meals, car rentals, gas, trip protection/insurance, seat charges/upgrades, early check-in, taxis, tours, additional functions, candidate travel, etc.
✗ NO food, such as meals, restaurants, caterers, fast food vendors, prepared food, etc.) Approved food from grocery stores requires a legit business purpose, itemized receipt, flier/meeting announcement and list of attendees.
✗ NO beverages other than Coca-Cola products in small quantities. (Coke has the exclusive rights on campus.)
✗ NO entertainment
✗ NO Cash Advances
✗ NO Gifts / Contributions
✗ NO Gift Cards, Incentives or Prize Purchases without prior approval per the “Gift Cards, Incentives and Prize Purchases” procedure found at http://www.ecu.edu/purchasing/
✗ NO purchases from Foundation funds
✗ NO computers or laptops
✗ NO items requiring the signing or click-to-agree of a vendor agreement or terms and conditions in order to complete the purchase, except those vendors whose terms have been approved by Materials Management and/or ITCS, as required. Must be documented on the statement. (Ex. Customizable software)
✗ NO payments to ECU for classes or for Parking & Transportation. (Use an IDT)
✗ NO payments that involve making changes to facilities

Office Supplies: The local Office Depot and Staples stores are retail shops and not contract sites, meaning the contract prices are not available there. The local stores should only be used in cases when you are purchasing non-contract items or when you find yourself in a bind and a 24-hour turnaround is not sufficient. The local stores should not be your primary source for office supplies. Also, officedepot.com and staples.com are general consumer retail websites and are not contract sites for East Carolina University.

To order through PORT: East Carolina Office Supplies (ECU Central Supply), Forms and Supplies, Office Depot and Staples.
To use your ProCard, go to www.stapleslink.com or speak to Chuck Boulineau (boulineauc@ecu.edu) to set the ProCard up in PORT.
Instructions: http://www.ecu.edu/cs-admin/purchasing/HowToOrderOfficeSupplies.cfm
BUYERS: Who to contact with contract questions and any order over $5,000.

TIM DAUGHRITY - Procurement of printing, communications, electronic and electrical equipment and supplies, facilities maintenance equipment and supplies, heavy equipment, athletic/recreational equipment and supplies, fuels, vehicle/bus purchases, police equipment and supplies, purchasing demolition project manager. daughtryt@ecu.edu

ELAINE GARRIS - Green Purchasing Coordinator: Procurement of office supplies, furniture, open office panel systems, window treatments, blinds, carpet, Fisher and VWR contract purchases, Athletic equipment and supplies, promotional items and uniforms. Administrator for the Wright Express Gas Card Program. garrisd@ecu.edu

JEFF MEYER – Procurement of computers, custom software, and software maintenance; car rental contract, & IT contracts. audio visual equipment and supplies, photographic equipment and supplies. crutchfieldk@ecu.edu

STACEY SCHLEY - Creates, negotiates, reviews, approves and executes contracts and agreements, including consultant services, personal/professional services, general services, confidential and non-disclosure agreements, medical contractual agreements, technical service contracts, preventive maintenance contracts, and; Complex commodity and service bids, construction projects, tracking and reporting of personal service contracts and approve Contractual Services Payment Request forms. schleys@ecu.edu

SUSAN THOMAS - Procurement of medical, scientific and research equipment and supplies, gases and cylinders. thomassu@ecu.edu

WORKS Columns should already be set-up for you. If not, please be sure you have the following columns available: