TEMPLE UNIVERSITY
BURSAR's OFFICE
PAYMENT PROCESSING PROCEDURES

Payment Processing Options:

1. Credit Card Terminals

   Business units wishing to accept credit card payments in their offices either in person, by telephone or by mail can request a credit card terminal from the Bursar's Office. These card swipe machines can accept payments made with VISA, MasterCard, American Express and Discover. All funds received will be credited to the unit's designated FOAPAL, which must be provided when applying to the Bursar's Office for a new payment option. There is no fee for this service.

   When processing credit card transactions, departments are required to adhere to the Cash Handling Policy and Credit Card Handling and Acceptance Policy.

2. Electronic (Online) Payments

   For guidelines and requirements to use electronic commerce payment options, click https://bursar.temple.edu/sites/bursar.temple.edu/files/documents/E%20Commerce%20Policy%20-%20July%202014.pdf to view the Electronic Commerce (E-commerce) Policy.

   Business units needing online payment processing can request assistance through the Bursar's Office. Online payment options include credit card (VISA, MasterCard, American Express and Discover) and in some cases, electronic check (e-check). Funds received will be credited directly to the unit's designated FOAPAL, which must be provided when applying to the Bursar's Office to use electronic payment options.

Important: Please note that a front-end website is needed to gather the necessary demographic and registration data in order to implement any payment processing site. For example, if a business unit wants to develop a payment site to sell products or services, the unit must have a completed and functioning website available before payment processing can be initiated. If you need assistance in developing a "front-end"

website, please contact Temple's Office of Creative Services at
http://www.temple.edu/ucomm/getcreative/.

Once the Bursar's Office receives a request for use of electronic payment options, a meeting will be scheduled to discuss specific requirements so that projects can be prioritized and resourced appropriately.

Business units are responsible for paying a one-time setup fee, monthly hosting fees and all account transaction fees. More information will be provided during the requirements meeting.

3. Non-Credit Registration and Payment (Including Conferences)

Departments offering a non-credit course, event or conference should consult directly with the Continuing Education Systems Office, which offers an approved online solution for registration and payment activities via DestinyOne. The Continuing Education Systems Office can be reached by phone at 215-204-4866 or by e-mail at destiny1@temple.edu.

Requesting a Payment Processing Solution

Business units needing to collect monies through credit cards or other electronic payment options must submit a request to the Bursar's Office to review and provide assistance in implementing payment solutions. Requests can be submitted to the Assistant Vice President and Bursar.

All requests should include:
> Name of business unit
> Contact person (including email address and telephone number)
> Purpose for the payment solution(s)
> FOAPAL designated for crediting funds
> Department head's approval

For questions about submitting a request, email the Bursar's Office at busar@temple.edu.