



Bursar

1803 N. Broad Street, 115 Carnell Hall, Philadelphia, Pennsylvania 19122
Phone: (215) 204-7269 FAX: (215) 204-5418

TO: Deans, Directors and Budget Unit Heads

**FROM: David R. Glezerman
Bursar**

DATE: May 13, 2009

SUBJECT: Restricted Endorsement Stamp Replacement

The University will be converting to the Banner Finance system on July 1, 2009. At that time, all account and cost center numbers will be converted to a FOAPAL (Fund, Organization, Account, Program, Activity, and Location) number. However, only the first four elements of the FOAPAL will be used for transactions. The FOAP will look like this:

517388	51010	7200	10
Fund	Organization	Account	Program

This change will require all University offices to purchase new check endorsement stamps with the FOAPAL number for use in restrictively endorsing all checks before depositing them at the Bursar's Office. Updated check endorsement stamps are required to maintain your compliance with the Temple University Cash Handling policy.

To determine your new FOAPAL number, access FMS on the Web at <https://fmsweb.adminsvc.temple.edu/fmsweb/>. Select the icon labeled "FMS/Banner Crosswalk," then enter your center number. Your equivalent FOAP will appear in the box labeled "Crosswalk".

You should use the attached form to place your order for new stamps with American Marketing Systems no later than Friday, June 12. Stamps ordered by this date will be available for use on July 1.

Also, please notify the Bursar's Office at bursar@temple.edu when you place your order. You will then receive a confirmation form that must be submitted when you or your designee pick up your new stamps.

The new stamps will be shipped to the Main Campus Bursar's Office, Room 115, Carnell Hall (1803 North Broad Street) where you will be able to pick up them starting Monday, June 29. You will be required to turn in all old stamps with the account and cost center and show a valid Temple ID to pick up the new stamps.

If you have any questions, please go to the Bursar's web site at www.temple.edu/bursar.



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American Marketing Systems
CCW Stamp Division
Fax: (215) 969-7173

Please indicate below the number of stamps your ordering:

_____ - Black Self-Inking Restrictive Endorsement Stamps

Please indicate below your department name and 17-character FOAP number.
Your Restrictive Endorsement Stamp Should Read as follows:

DEPOSIT TO THE CREDIT OF
TEMPLE UNIVERSITY
8614970809
DEPARTMENT NAME: _____

17-CHARACTER FOAP NUMBER: _ _ _ _ _

Please deliver the stamps to: **(Please enter your department's address below)**

Please put this order on my Temple University Credit Card as follows:

Card Number: _____

Expiration Date (MM/YY): _____

Cardholder's Name (please print): _____

Cardholder's E-mail Address: _____

Cardholder's Signature: _____

Please fax this order form to American Marketing Systems at (215)969-7173.

