

## Memorandum

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**To:** Temple University Directors and Above  
**From:** Conrad Muth, Assistant VP, Bursar  
**Date:** September 30, 2020  
**Subject:** **Restrictive Endorsement Stamp Replacement**

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Temple will be transitioning its business banking relationship from PNC to J.P. Morgan and this change will require University departments to purchase new check endorsement stamps.

The endorsement stamps require the department's designated FOAP number for checks to be deposited at the Bursar's Office. Updated check endorsement stamps are mandated to maintain your compliance with the [Temple University Cash Handling policy](#).

Please use the attached order form to place your order for new stamps with American Marketing Systems. Your order must be placed no later than Friday, October 16.

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

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 them up. We will contact you with a pick-up date. You will be required to show a valid Temple ID to pick up the new stamps.

If you have any questions, please email us at [bursar@temple.edu](mailto:bursar@temple.edu).