Temple University Purchasing Card (TPC)

Effective 7/1/16, there is an updated TPC policy. Online WebEx Training will be required and made available to all Cardholders; invitations will be going out soon! More information, including what's new, can be found on Purchasing’s website.

Policies and Procedures (P&Ps)

It is important to understand all financial-related P&Ps throughout the University. If you haven't done so recently, please review the following P&Ps:

- Signature Authorization
- Purchasing P&Ps

Account Codes

When in doubt, check the Chart!

“The Chart of Accounts is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting.” The Chart can be found on the Controller’s website.

It is essential to ensure that you and your staff use the correct account codes — this has impacts on university-wide accounting and reporting, and helps each unit to accurately track expenses.

HR Recruitment and Onboarding

For assistance in requesting a new position or with adjustments to existing ones (e.g., PCN changes, promotions, re-evaluations), contact Joy De Jesús. She should also be included on Taleo requisitions as the final approver on behalf of the Office of the EVP/COO.

For new employees, don't forget to request—in advance—access to Temple’s administrative systems. Consider the role they’ll play in TUmarketplace and Taleo and their need for Banner information. Remember, they’ll need training too.

Monthly Cost Center Review

A monthly review of your cost center is essential and should include:

- A review of all current and YTD charges in Self-Service Banner
- Drill-down of charges
- A comparison of source documents such as invoices, timesheets, etc.

Any discrepancies, or issues with charges or budgets, should be addressed before the next month’s cost center review.

Check out the Controller’s Office FINewz Newsletters.