



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
WASHINGTON, D.C. 20227

DEC -1 2006

Dear ASAP University User:

The Financial Management Service (FMS) is offering the opportunity to the University user community of the Automated Standard Application for Payments (ASAP) System to participate as a member of the ASAP Customer Board (ACB). The purpose of the ACB is to provide input to FMS on various issues and enhancements involving the ASAP system. Membership on the Board provides users with an excellent opportunity to contribute to the direction of the ASAP program.

The Board has been operating since May 2000 and has actively worked with FMS on a number of tasks. The ACB has accomplished the following efforts:

- Provided feedback in the redesign of the current ASAP system
- Addressed the role of the ACB at various ASAP user group meetings
- Communicated with their user peers
- Participated in user testing for Automated Enrollment

Board meetings are held on a quarterly basis. One of the meetings is usually held in conjunction with the annual meeting of the National Council for University Administrators and two of the meetings are held via conference calls. Travel costs to attend meetings are at the expense of the member's organization. The member's supervisor needs to approve the member's involvement and agree to cover travel costs associated with meetings that may occur out of town.

Currently, the Board has two vacancies for representation from the University Users Group. Colleges and other Educational institutions are also welcome to participate. If you have any questions about being a Board member, feel free to contact Ms. Lisa Thompson, former Chair and currently a University Representative of the ACB. Ms. Thompson's contact information can be found at <http://fms.treas.gov/asap/cab/contacts.html>.

If your organization is interested in providing a representative to serve as a member, or if you have any questions, please contact Ms. Margie Springer. You may contact Ms. Springer at (202) 874-9276 or by e-mail at Margie.Springer@fms.treas.gov or mail your nominations to:

Financial Management Service
401 14th Street, SW, Room 403D
Washington, DC 20227

We look forward to hearing from you.

Sincerely,

Elizabeth A. Oldenburg
Director
ASAP Program Office