

the general ledger

News from the Princeton University Office of Finance & Treasury

UPDATES TO THE UNIVERSITY COPIER PROGRAM

Enhancements are currently underway for the University Copier Program. With a goal of cost savings, better functionality, and increased sustainability, all copiers that are part of the program will be replaced with new, Canon multifunctional copiers. The new devices will print/copy in color with a default setting of black and white and double-sided to support sustainability, provide scan and fax capabilities, have a smaller physical footprint, and consume less energy, all at a reduced cost.

The FY17 rate for the new devices is \$0.03 for black and white and \$0.15 for color copies/prints. This represents a 40% reduction from the current rates. Rates will be reviewed once per year and include the cost of the device, toner, and staples, as well as all service and repair. There is no cost to scan or fax.

Printing on the new multifunctional devices is less costly than printing to your local desktop or network printer and reduces the amount of used toner cartridges entering the waste stream. Additionally, all parts of the Canon toner cartridges and waste toner cartridges are 100% recyclable, and can be placed in your regular office recycling. No special process is needed. Please help support University sustainability efforts by using the multifunctional copiers in place of desktop or network printers where possible. Desktop and network printers that are no longer needed can be sent to the [University Surplus Program](#).

More information is available on the [University Copier Program](#) website. If you have questions about the program, please contact copiers@princeton.edu.

Thank You!

Thank you to all our partners for helping make the year-end close for FY16 a huge success!

RECORD RETENTION & CLEAN-UP

In accordance with the University's Record Retention Guidelines, most financial documents from FY09 no longer need to be retained, and can be appropriately destroyed. For more information, see the [Financial Record Retention Guidelines](#).



HELP REDUCE COST AND SUPPORT SUSTAINABILITY:

- ▶ Think before you print. Only print and copy when necessary
- ▶ Copy & print in black and white instead of color
- ▶ Print double-sided
- ▶ Reduce desktop/network printers

PEOPLE

Sam Fernandez

POSITION: As Executive Assistant, Sam's primary responsibility is to provide support for Vice President for Finance and Treasurer, Carolyn Ainslie, managing her daily agenda of meetings and engagements. Sam works closely with the directors to ensure flow of daily operations for Carolyn, and also serves as a central resource for administrative and operational management in the Office of Finance and Treasury.

Prior to joining the Office of Finance and Treasury at Princeton, Sam was the Office Administrator & Operations Administrator to USAA Wealth Management in New York City and Short Hills, NJ, where she supported the director, and 12 wealth managers. Prior to USAA, Sam served a career in the United States Navy, as an Administrative Officer and Department Head.

WHEN NOT AT WORK: Sam enjoys spending time with her two daughters, Devan (13) and Elisabeth (15). When she's not cheering her daughters on in ballroom dancing or volleyball, Sam enjoys DIY projects at home, and weight training at the gym.



Photo by Mark Czajkowski

Taxation of Scholarship, Fellowship, and Student Payments

Scholarship and fellowship payments may be taxable, depending upon whether the payments are classified as qualified or nonqualified under the Internal Revenue Code and related guidelines. As part of a recent review, the Office of Finance and Treasury has updated its guidance for specific funding purposes such as senior thesis research, junior independent work, and graduate language training, among others. Changes are currently being made to the Student Activities Funding Engine (SAFE) to ensure these funding purposes are being classified appropriately for tax purposes. More information is available on the [Finance and Treasury website](#).

If you have questions, please email tax@princeton.edu.

An Information Session titled, Funding Student Activities: Taxation of Scholarship and Fellowship Payments, will be offered at 3:00 p.m. on Thursday, August 31. This information session is recommended for any faculty or staff who routinely coordinate the funding of student activities. For more information about this course, or to register, visit the [Employee Learning Center](#).

ESHIPGLOBAL/ CONCUR ENHANCEMENT

As of August 1, 2016, the eShip Credit Card Charge History Report now includes a field called "Concur Order #". This new field corresponds to the order number that is visible on your university credit card transactions in Concur. Detailed instructions and sample screenshots will be emailed to eShip users shortly.

Account ChartField Highlight

Remember there are multiple expense accounts for Professional Services, including the newly added **6101-Prof Svcs-Training**, to be used for suppliers external to the University who are providing training. Review the [Revenue and Expense Account ChartField Reference Guide](#), and filter the Specific Purpose field by “Professional Services” to review all available options. Utilizing these accounts allows for better expense tracking, and more accurate future budget planning.

Operational Compliance Matrices

The Office of Audit and Compliance (OAC) has worked with several campus units to create Operational Compliance Matrices, which can be found [here](#). These include a Sponsored Research matrix, an Environmental Health and Safety matrix, and a Human Resources matrix. Each of these compliance matrices describes key compliance obligations and is intended as a tool for the University community, including those who have compliance-related questions. As the OAC collaborates with additional campus units, the site will add new compliance matrices for the benefit of all those with a University NetID and Password. Please contact [Office of Audit and Compliance](#) if your unit is interested in building a compliance matrix, or if you have any questions.

Uniform Guidance for Federal Awards

Effective September 1, 2016, sponsored research policies will reference OMB Uniform Guidance Requirements, Cost Principles, and Audit Requirements for Federal Awards. A more in-depth review of these policies is in progress and additional changes are anticipated to ensure Uniform Guidance requirements are clearly communicated. The following policies will be impacted: Subaward, Direct and Indirect Costs on Federally Funded Sponsored Projects & Programs, Cost Transfer, Cost Sharing, and Effort Certification on Sponsored Projects. Please contact your SRA Analyst if you have any questions.



**PRINCETON
UNIVERSITY**

Published by the
Office of Finance and Treasury
701 Carnegie Center
Princeton, NJ 08540
E: finance@princeton.edu
T: (609) 258-3080

Copyright © 2016 by
The Trustees of Princeton University

**In the Nation's Service and
the Service of Humanity**