

the general ledger

News from the Princeton University Office of Finance & Treasury

NATIONAL SCIENCE FOUNDATION (NSF) OFFICE OF INSPECTOR GENERAL (OIG) AUDIT

In October, Princeton received official notification from the NSF/OIG that we would be audited on approximately \$180 million in NSF sponsored funds. The audit will cover a three year time period from October 2013 through September 2016. This is a routine audit, which many of our peers have completed in recent years. The National Science Foundation has selected Kearney & Co., a DC-based firm that specializes in government audits, as a partner in this process. If you have any questions about the audit, please contact Glynis Sherard, gsherard@princeton.edu, director of sponsored research accounting.

Sales Tax Exemptions

Princeton University is exempt from sales tax in most states. Sales tax is a substantial expense for the University, and all efforts should be made to avoid incurring sales tax in those states that recognize our exempt status. Purchases made through the Prime Marketplace are already tax exempt, however when making a purchase using a Departmental/Travel & Expense card or outside of the Marketplace, the seller may not be aware of the University's tax exempt status and charge sales tax.

In order to exempt a purchase from sales tax, most states require that the seller be presented with a completed sales tax exemption form at the time of sale. To make this process as easy as possible, Procurement Services recently completed a review of the University's tax exempt status in all fifty states. In those states where our exemption was not previously recognized, an application for exemption has been submitted. In those states where the University is already exempt, all tax exempt certificates and forms have been updated with state specific instructions and made fillable. The Sales Tax Exemptions [website](#) has been updated with additional information to help you claim the exemption when allowable.

Please contact the Financial Service Center at finance@princeton.edu or (609) 258-3080 for additional information.

Supplies from eShipGlobal

All domestic and international shipping supplies, including envelopes, pouches, boxes, tubes, etc, can now be ordered through eShipGlobal by completing a Supplies Order Form. This improved process eliminates the need to contact the carrier(s) directly for supplies. To order, access the form on the eShipGlobal page of the [Prime Marketplace](#) by clicking the "Supplies" link. Complete and submit the form and an email confirmation will be received within 24 hours of submission. Supplies are delivered free of charge via standard shipping, 2-5 business days.

PEOPLE

Jean Durbin



Photo by Mark Czajkowski

POSITION: In the newly created position of contracts manager, Jean's role is to support her colleagues in Procurement Services by assisting with contract drafting, advice, and negotiations related to the purchase of goods and services across the University. She also enjoys working with campus partners on a diverse range of departmental contracting needs. Jean is currently working with a team of campus partners to select a contract management tool that can be used across the University. "The goal of this solution is to increase collaboration across campus by permitting us to efficiently gather and analyze all University contracts. With a centralized view, we'll be able to leverage best practices and share knowledge and resources easily," Jean shared. "I am excited about this project and know that our work will dramatically increase efficiency and quality in our contracting processes."

Prior to joining Princeton's Office of Finance and Treasury, Jean was a lawyer for the City of Philadelphia Law Department, and worked in Princeton's Office of Development, as the liaison to the Office of the President during the Aspire campaign. Most recently, Jean practiced law in Trenton, working with institutional clients, non-profits, and individuals on a vast array of topics including business, employment, and civil rights issues. Jean is "so happy to now return to the University community in this new role, which has only deepened my respect for those who work to support the University's mission."

WHEN NOT AT WORK: Jean can be found volunteering for Princeton Little League, the Princeton Public Schools, the Princeton Community Democratic Organization (PCDO) or state and local campaigns. "I think Princeton is such a terrific place to live and raise a family, and so I feel compelled to give back for all that it has given me."

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New Finance and Treasury Training

Choose the Right Journal

This course will provide clarity on the differences between the four Prime Journal types: Cost Transfer/Correction, Standard, Assignment and Transfer, as well as provide guidance on the best Prime Journal to use when allocating spendable balances, recording payments between departments and moving posted transactions. Using decision trees and realistic scenarios, participants will learn the importance of fund stewardship in relation to Prime Journals and come away with the knowledge needed to choose the right journal with confidence.

Concur Expense Tips & Tricks Webinar

Learn time-saving tips for working with Concur Expense! This course is intended for advanced Concur users who are interested in ways to make their expense reporting activities more efficient. Tips will be demonstrated in a live Concur environment via webinar. Upon completion of this course, you will receive an Expense Tips & Tricks Guide which contains step-by-step instructions for each topic discussed. Beginners looking for Concur Expense training should attend “Enter & Approve Expense Reports – Basics” course.

For course dates and times, and to register, visit the [Employee Learning Center](#).

AUDITED FINANCIAL STATEMENTS

The FY16 Audited Financial Statements are now available on the [Finance and Treasury website](#).

Travel Program Enhancements

Travel Agency Services

As part of our commitment to enhancing the travel program, the Office of Finance and Treasury is evaluating the University’s travel agency services. Our efforts ensure that travelers and travel arrangers are receiving high quality services at competitive prices. To assist in this initiative, we have engaged an advisory group of colleagues across campus who will identify the qualities and services the University seeks from its travel agency and participate in the evaluation and selection of a University travel agency partner. We expect to review proposals from a number of travel agencies in the coming months.

During this process, please continue to book your travel through Concur and Carlson Wagonlit Travel as you do today. The project will not impact Concur, which supports integrations with many travel agencies. As a reminder, Rachel Leslie, Manager of Expense Programs in Procurement Services, is overseeing the travel program while the search for a travel program manager is underway.

If you would like to contribute your thoughts or feedback to this effort, or if you need assistance with groups or other complex travel logistics, please reach out to Rachel at rleslie@princeton.edu or (609) 258-8319.

University Rates Available on United.com

We are pleased to announce that our United Airlines contract discounts are now available directly on United.com to travelers who [complete a simple setup process](#). This exciting development provides access to the University’s contract rates while preserving the online booking experience of United.com. This connection between Concur and United synchs your University-related United.com bookings with your Concur profile, allows you to receive e-receipts, and integrates with the University’s travel care program. [Learn more about accessing University rates via United.com](#).

Copier Program Update

Thank you!

Thank you to all our University Copier Program partners who have helped make the new multifunctional copiers and Copier Program a huge success! Working with OIT, the department copier contacts, and SCADs, over 200 new copiers were successfully installed across campus, over a period of three weeks at the end of September and beginning of October. The new copiers copy, print, scan, and fax, and provide a more sustainable option than printing to local or network printers, all at a lower cost. See the chart below for some of the advantages of using the new multifunctional copiers compared to the average network printer.

	AVERAGE NETWORK PRINTER	NEW MULTIFUNCTIONAL COPIER
Cost Per Black and White Copy/Print	\$0.16	\$0.03
Cost Per Color Copy/Print	\$0.42	\$0.15
Warm Up Time of Device	82 Seconds	34 Seconds
Scan & Fax Capability	No	Yes, at no charge

More information is available on the [University Copier Program](#) webpage.

First Billing Cycle

The first quarterly charges for the new multifunctional devices were billed in January for copy and print usage during the months of October through December of 2016. The charges appear as “Copier Center Charges” on the FIN017 – DC Transaction Detail Report.

The next quarterly billing schedule for the new copiers will be in April, July, and October and will continue again in January.

If you have questions about your copier charges, please contact the Financial Service Center, finance@princeton.edu or (609) 258-3080.



**PRINCETON
UNIVERSITY**

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