

# University Deposit Payment Options

The Financial Service Center continues to provide remote support assisting customers with deposits. We have updated our procedures referenced below that include convenient electronic payment options for Reimbursements or Rent payments to the University. Please contact us at 609-258-3080 or at [finance@princeton.edu](mailto:finance@princeton.edu) to obtain Princeton University's electronic bank transfer instructions.

Please note that the University Cashier (Jody Antenucci) works from the 701 Carnegie location on Tuesdays. Please allow up to 2 weeks for your deposit to be reflected in your financial records. The general ledger reports will reflect the Tuesday deposit date.

## ***Departmental Deposits***

### **Cash Deposit**

As 701 Carnegie Center is secured, Departmental support teams should coordinate cash deposits with the Cash and Investment Services team at 701 Carnegie Center. Please contact the University Cashier at [jantenuc@princeton.edu](mailto:jantenuc@princeton.edu) to schedule a date/time to deliver cash to 701 Carnegie Center. After the cash is delivered and verified, the cash deposit will be recorded and a receipt emailed to the Departmental contact.

### **Check Deposit**

1. Complete the [Departmental Deposit Form](#)
2. Mail your check and Departmental Deposit Form to Princeton University, 701 Carnegie Center, Cash Operations, Suite 434D, Princeton, NJ 08540

## ***Reimbursements or Return of Cash to the University***

### ***Pay by ACH (electronic option)***

1. Create your expense report
2. To avoid processing delays, please confirm the amount due is correct by sending an email to [finance@princeton.edu](mailto:finance@princeton.edu). In the subject line, reference 'Concur Personal Reimbursement' or 'Concur Return of Cash' for 'Name.' In the body, reference "Please confirm that the payment amount of \$0.00 is correct for expense report 'report name.'"
3. Prepare the ACH payment from your bank using the instructions provided to you and include the following Information in the ACH Addenda:
  - For Reimbursement of Personal Expense: "RPE, Last Name, 5-digit Department Number"
  - For Return of Cash Advance: "RCA, Last Name, 5-digit Department Number"
4. The Cashier will email you a receipt
5. Attach the receipt and submit your expense report

## ***Reimbursements (cont.)***

- Electronic Payment considerations:
  - There is a nominal ACH processing fee usually charged by banks. The fee is typically less than \$1, and we encourage you to confirm with your bank.
  - Two other electronic payment options are available to you:
    - Wire (Note: Wires are more expensive than ACH and typically cost \$20-\$25.
    - E-Check (Note: E-Checks require additional time to clear compared to other electronic methods. Your check may not clear if there aren't sufficient funds available at that point in time.)

### ***Pay by Check***

1. Create your expense report
2. To avoid processing delays, please confirm the amount due is correct by sending an email to [finance@princeton.edu](mailto:finance@princeton.edu). In the subject line, reference 'Concur Personal Reimbursement' or 'Concur Return of Cash' for 'Name.' In the body, reference "Please confirm that the payment amount is correct for expense report 'report name.'"
3. Create your Concur expense report, and print the 'Detailed Report' that shows the amount due to the University.
4. On the check, please reference 'Reimbursement' or 'Return of Cash'
5. Mail the 'Detailed Report' and check payable to 'Princeton University' to Princeton University, 701 Carnegie, Cash Operations, Suite 434D, Princeton, NJ 08540
6. The Cashier will deposit your check, and email you a receipt
7. Attach the receipt and submit your expense report

## ***Rent Payments to the University***

\* Rent deductions should be processed through payroll deductions. As needed, the procedures below enable you to make an additional payment or pay a Security Deposit.

### ***Pay by ACH (electronic option)***

1. Prepare the ACH payment from your bank using the instructions provided to you, and include the following Information in the ACH Addenda:
    - *For Rent:* "RNT, First and Last Name,"
    - *For Security Deposit:* "RNTSD, First and Last Name,"
  2. Your rent payment will be recorded by the Rental Department
- Electronic Payment considerations (please refer to the notes referenced under Reimbursements)

### ***Pay by Check***

1. Mail your check payable to 'Princeton University' to Princeton University, 701 Carnegie, Cash Operations, Suite 434D, Princeton, NJ 08540. Please reference 'Rent' or 'Rent Security Dep' and your Princeton Identification Number on your check.

