As announced on December 7, 2020, the University will be closed December 28-30, 2020. Below are guidance and reminders from the Office of Finance and Treasury, regarding due dates and timing for payments, purchases, payroll approval, departmental deposits and journals in light of this closure.

At the conclusion of this document, we provide some brief guidance for purchases for the Spring Semester and return of students to campus, including working with suppliers, PPE and Ship To addresses.

If you have any questions, contact finance@princeton.edu.

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**Procurement Services – Accounts Payable**

To ensure timely payments, please see the below submission deadlines and payment process schedule.

- **Check Payments**
  - Last check payments in 2020 will be **Tuesday, December 22**. This will include all vouchers submitted and fully approved by **close of business on Monday, December 21** with scheduled pay dates through Monday, January 4. (based on supplier payment terms)
  - Regular weekly check payments will resume on Tuesday, January 5, 2021.

- **ACH, Epay and wire payments**
  - Last electronic payments in 2020 will be **Wednesday, December 23**. This will include all vouchers submitted and fully approved by **close of business on Tuesday, December 22** with scheduled pay dates through Monday, January 4. (based on supplier payment terms)
  - Regular daily electronic payments will resume on Monday, January 4, 2021.

**Procurement Services – Purchasing**

To ensure purchases are transacted timely, please see the below submission deadlines and guidance for purchases need for the end of the year.

- **Requisitions**
  - Requisitions submitted to Procurement Services by **Tuesday, December 22** will be reviewed and approved before the holiday so long as they are correct and complete. Requisitions received after **December 22** will be reviewed beginning on January 4 when we return from the holiday break.

- **Sourcing and Contracts**
  - Sourcing and contracting require interactions with suppliers.
  - Contract reviews will continue up until the last work day before the holiday, **Wednesday, December 23**. However, due to the uncertainty of supplier schedules, sourcing events and finalization of contracts cannot be guaranteed.
To streamline the process of getting contracts reviewed and signed, and to minimize the back and forth with suppliers negotiating and modifying legal language, we highly encourage the use of standard university contract templates available on the OGC website, here.

- **Supplier Onboarding**
  - For new suppliers, we encourage you to request them to be added as quickly as possible as the suppliers’ responsibilities to provide needed information may be impacted by their own holiday schedules.

### Payroll

Time and Labor approvals are due on Monday, December 28, 2020 at 12 noon. This deadline must be strictly adhered to in order for biweekly employees to receive their first payment on Wednesday, January 6, 2021. If you are scheduled off, please ensure the backup approver is aware of the deadline.

### Departmental Deposit Deadline for 2020

All departmental deposits that need to be credited for the calendar year end 2020 must be received by Cash Operations by Monday, December 21, 2020. Any departmental deposits received after this date will be processed in January, 2021.

### Journals

The closing of the month of December will follow the normal 3rd business day closing schedule, and will close on January 6. Prime Journals dated December will need to be approved by January 4th to ensure they are posted to the December accounting period.

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### Preparing for Students to Return to Campus:

As you prepare for students returning to campus, please consider the following to ensure the safety and security of our campus community when purchasing needed goods and services.

#### Suppliers and Contractors

- All suppliers (vendors) who provide services on campus or in University Property must comply with New Jersey Department of Health COVID-19 Guidelines, all applicable Executive Orders issued by the Governor of New Jersey, and any additional requirements and instructions provided by the University

- Details of the requirements which suppliers must comply with are listed on the [EHS website](#).

#### PPE

- Most PPE can be ordered from EHS. More information is available, [here](#).
• Some types of PPE may be in short supply in the market due to high demand. Please consider your needs when you place your orders.

Ship to Addresses

• Many new ship to addresses were created during the pandemic to ship needed goods to home addresses. If you’re placing orders for delivery to a campus location, please be sure to check the ship-to address to select the proper location.