

the general ledger

News from the Princeton University Office of Finance & Treasury

2020 Tax Form W-2s

The 2020 W-2 paper forms were mailed on February 1st to those who did not consent to receiving it electronically. They are also available online to view, download, or print. To access the form visit [HR Self-Service](#), select the Payroll tile, and choose View W-2/W-2c/1042 Forms.

If you are receiving a paper version of your tax forms and would like to support the University's sustainability efforts and reduce printing costs by opting to receive your form electronically, visit [HR Self-Service](#), click on the Payroll tile, and select W-2/W-2C/1042-S Consent.

Tax Season Reminders for International Students and Scholars

The tax filing deadline is April 15, 2021. To guide international students and scholars through tax season, please see important tax information on the [Global Financial Services](#) webpage.

Important Dates

March 15, 2021: 2020 1042-S Forms will be issued

March 15, 2021: Access codes for Glacier Tax Prep will be distributed by email

April 15, 2021: Annual Tax Filing Deadline for the Internal Revenue Service (IRS)

Upcoming Tax Question and Answer Sessions for International Students & Scholars

To be conducted *via Zoom*

March 25, 2021, from 7pm to 9pm | April 1, 2021, from 5pm to 7pm

April 6, 2021, from 12pm to 2pm | April 12, 2021, from 4:30pm to 6:30pm



REMINDER:

CONCUR TRAVEL & EXPENSE

Under the current [pandemic permissible travel guidelines](#), members of the Princeton University community are required to enroll the details of certain types of allowable travel with the Global Safety & Security (GS&S) unit. To support this requirement, they have rolled out a new Travel Enrollment System which is replacing the previous registration tool, called Request, within Concur.

The Concur Travel and Expense tool has not been impacted by this change and should continue to be used to book all University related travel, and to submit expense reports for payment. Information on Concur can be found on the [Travel & Expense](#) website.

Bank of America (BOA) Now Offers a Global Card Access App!

The Global Card Services app is available for download from all major app stores and allows Princeton University Travel and Expense and Purchasing cardholders the opportunity to self-serve in the following ways:

- Check their current balance, available balance, credit limit and recent activity
- View PIN
- Lock and unlock card
- Contact cardholder service
- Manage their profile

**Cardholders who have not yet registered their card with Global Card Access can register their account in the app and use the same credentials online.*

Two New Catalogs in the Prime Marketplace

Two new catalogs are now available in the Scientific & Lab section of the Prime Marketplace: *Neta Scientific* and *Medline Industries*.

Neta Scientific has a newly upgraded punchout catalog that makes ordering easier than ever for a variety of products. *Neta* partners with industry-leading suppliers including Agilent, PerkinElmer, Sigma-Aldrich, Corning and Cytiva and has 20 years of experience as a Certified Minority-Owned Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE). For high-volume purchases, product inquiries or price-matching, please contact our account representative Kayla McDonald (Kayla.McDonald@netascientific.com). *Neta* offers free ground shipping on orders and now has Personal Protective Equipment available on the Prime Marketplace!

Medline Industries has a variety of medical/surgical products that are now available via a new punchout catalog. *Medline* is the largest medical/surgical supply company in the US and as both, a manufacturer and distributor, they are able to provide solutions, options, and cost savings across the entire supply chain. *Medline* partners with the country's largest healthcare systems and education facilities across the nation. Through their partnership with the University, you are able to benefit from savings opportunities and have access to a broad selection of quality products to meet your purchasing needs. Research, UHS, EHS, Athletics, whatever your department, *Medline* has a solution for you! Contact our account representative, Stephanie Eckenrode (SEckenrode@medline.com) with any high-volume purchases or product inquiries.

Please consider *Neta Scientific* and *Medline* as an option when looking to fulfill any scientific, research, or lab supply needs.



SECURE LOCKBOX IN FRIST CAMPUS CENTER FOR UNIVERSITY CHECK DEPOSITS

To offer convenience for University departmental check deposits, a secure lockbox has been installed on the 100 Level of Frist Campus Center, near the customer service window of the Mail Services Package Room in Frist 110.

In addition to departmental check deposits, students may use the lockbox to drop off student account payments, and those with University rental contracts may use the lockbox to drop off rent payments. For these payments, in the memo section of the check, please include a PUID number for student account payments and a rental account number for rent payments.

When preparing a departmental check deposit, please complete the **Departmental Deposit Form**, place the form and the check(s) to be deposited in an inter-office envelope, and insert the envelope in the secure lockbox. University check deposits can also be sent via inter-office mail to 701 Carnegie Center, Cash Operations, Suite 434D.

For University cash deposits, please continue to contact Jody Antenucci (jantenuc@princeton.edu), university cashier, to schedule a date and time to deliver cash to 701 Carnegie Center.



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In the Nation's Service and the Service of Humanity

YOUR IMPACT ON SUPPLIER DIVERSITY



**Many voices,
one future**

An inclusive Princeton

Commitment to Supplier Diversity is the responsibility of every staff member who secures products and services, and who makes purchasing decisions for the University. Broadening the supplier pool means better service and value for the University, and supports the University's overall mission. **Here are the steps you should take to make a positive impact to increasing diversity!**

1 Check the Prime Marketplace first. It has the most frequently purchased goods and supplies, and should be the first stop for your procurement needs.

2 Champion opportunities for diverse businesses! If what you need to buy isn't in the Prime Marketplace, obtain competitive bids from a pool of qualified suppliers. Our policy to engage in competitive bidding creates opportunities for minority- and women-owned firms, as well as companies owned by veterans and those in the LGBT community, to compete on an equitable playing field for University business.

3 Partner with Procurement Services prior to transacting when you need assistance or have a large/complex purchase. Procurement Services supports departments with their procurement needs by identifying and evaluating prospective suppliers, managing competitive bids, and negotiating contracts on behalf of the University.

"We must reflect on our place in the world and challenge ourselves to identify additional steps we can take to fight racism. As a University, we must examine all aspects of this institution—from our scholarly work to our daily operations—with a critical eye and a bias toward action."

Princeton
University President
Christopher L. Eisgruber
September 2020



18.3%

Approximately 18.3% (1.0 million) of all U.S. businesses were minority-owned



19.9%

About 19.9% (1.1 million) of all businesses were owned by women

US Census Bureau, January 2021



1/3-1/2

Historically, the University has awarded roughly 1/3 to 1/2 of its purchases through competitive bid processes.



1/3

When diverse firms have the opportunity to compete in fair and transparent purchasing processes, they receive University contracts 1/3 of the time.



**PRINCETON
UNIVERSITY**