

the general ledger

News from the Princeton University Office of Finance & Treasury

Modifications to Requisition Process in FY22

With the recent launch of the Supplier Diversity Action Plan, a multi-year effort to increase the University’s commitment to, and spend with, diverse suppliers, modifications to the requisition process are under evaluation. Slated for early in FY22, these modifications are being evaluated to encourage the use of multiple quotes or bids supporting purchases, and to reduce sole source (non-competitive) purchases.

Competition is the best driver for expanding our use of diverse firms. In absence of the opportunity to compete for our business, these firms are effectively locked out. Competition is a best practice. As background, Finance and Treasury policy requires multiple competitive quotes/bids for purchases \$10K and above. This is also aligned with federal regulations, below which a single quote or bid is all that is required.

The Competition Summary form and the requisition review and approval process are under review. For sole source purchases where only one supplier option is selected, we’ll be looking for specifications, performance parameters, and other demonstrable factors. For example, “a long history of excellent performance” does not effectively articulate why only one supplier has the capability to satisfy this purchase. In concert with changes to the Competition Summary, our group in Procurement Services has been tasked with applying greater rigor and stewardship when evaluating non-competitive (sole source) purchases.

More information will be shared in the upcoming weeks to provide details about these changes necessary to increase supplier diversity.



COVID-19 Personal Protective Equipment (PPE) & Supplies Request

As departments prepare to welcome faculty and staff back on campus and across the University, please be aware that EHS continues to support COVID-19 related Personal Protective Equipment (PPE) and Supplies requests. Visit the [PPE and Supply Request Form](#) to browse and request available supplies before utilizing the Marketplace for your PPE needs. Inventory and supplies are subject to availability and quantity restrictions. Please visit the [EHS website](#) for more details.

Year-End Close Information and Calendar

The Year-End Close website has been updated to include information to prepare for the upcoming close, including the year-end close calendar.

To support year-end activity, the Office of Finance and Treasury will offer virtual information sessions via Zoom. The information sessions will provide an overview and information about the FY20 close process and activities. Registration is available in the [Employee Learning Center](#).

INFORMATION SESSIONS:



Tuesday, May 11
2:30 p.m. – 4:00 p.m.

Thursday, May 13
2:30 p.m. – 4:00 p.m.



Enroll My Trip Registration Tool

The Global Safety & Security (GS&S) unit in the Provost's office is pleased to announce a new travel enrollment and registration tool for the University community.

GS&S launched the new Enroll My Trip tool earlier this year. The tool replaces the use of Concur Requests to register and track travel. Enroll My Trip is easy to use and integrated with the Concur online booking system, World Travel's agent-assisted booking system, and Princeton's emergency assistance provider. This allows GS&S to offer a user friendly, cohesive registration system that provides timely and accurate information to travelers and about travelers. In addition to the many discounts and support that comes with using Concur and/or World Travel to book — the integrations are an additional perk to encourage booking through the Travel Office's established vendors.

Itineraries booked in Concur or through World Travel automatically populate in the new tool, simplifying the registration process. Other itineraries can be replicated into the tool by emailing them to enrollmytrip@princeton.edu. Either way, the rest of the enrollment process takes mere minutes at enrollmytrip.princeton.edu. Travelers need only update contact information, verify their itinerary details, and walk through a review of their trip to ensure compliance with University policies related to travel security, export control, and other areas. At the end of the enrollment process, travelers can know they are complying with key travel-related requirements and that GS&S will be able to provide timely information and support in the event of an emergency.

As a reminder, under the [current pandemic permissible travel guidelines](#), all members of Princeton University (including faculty, researchers, and staff) are required to use the Enroll My Trip tool to enroll the details of permitted University-sponsored travel. Undergraduate students and some graduate students with access to the campus may also need to register some personal travel using the tool.

For more information, please view the Enroll My Trip [introductory video](#) and visit [the Enroll My Trip support page](#). Please contact Kara Amoratis (amoratis@princeton.edu) with any questions.



Changes to Concur Mobile App

Concur is changing the sign-in method for the Concur mobile application to improve the user experience and security. Effective May 15th, the mobile PIN currently required to access the mobile App will be retired. You will now be able to log in to the mobile app using your Princeton NetID and password. No action is required for current Concur mobile users as you can choose the SSO login option when signing in to the app.



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