Check Pick-up at Frist Campus Center

Checks are not a preferred payment method and their use is strongly discouraged in favor of electronic payment methods. If a physical check is required and requested via Prime with the Frist pick-up handling code, the check will be available in the Mail Services Package Center, Room 110, located on the 100 Level of Frist Campus Center. Checks are printed once weekly, on Tuesdays, and will be available for pick-up at the Mail Services Package Center on Wednesday mornings. The Mail Services Package Center is open Monday-Friday from 10:00 a.m.-6:00 p.m., and on Saturdays from 10:00 a.m.-2:00 p.m. (beginning Saturday, September 4).

Drop Off Check Deposits at New South or Frist Campus Center

University departmental check deposits can be dropped off at the Financial Service Center (7 New South) or by using the secure lockbox located directly across from the customer service window of the Mail Service Package Room in Frist Campus Center (Frist 110). You may also forward checks to 701 Carnegie Center, Suite 434, via inter-office mail. When preparing a departmental check deposit, please complete the Departmental Deposit Form and place the form and the check(s) in an inter-office envelope.

For University cash deposits, please hand deliver to the Financial Service Center (7 New South).

The Financial Service Center (FSC) staff looks forward to serving the campus community from our 7 New South location beginning Monday, August 30. The FSC will be open during normal business hours, Monday-Friday, from 8:45am-5:00pm.

The most efficient method for contacting the FSC is via our Finance Inquiry Form. By completing the form, your inquiry will be electronically routed to the appropriate business area. You can also connect directly with an FSC associate by using our new chat functionality.

Additionally, the Princeton Service Portal offers a variety of services including access to over 20 articles related to the Office of Finance and Treasury and many electronic forms. Here you can find information on the payment status of an invoice, supplier onboarding, requesting Prime Financials system access, and more.
The Office of Finance & Treasury is pleased to announce a new informative virtual learning opportunity called **Finance Refresher Series**. This series will provide staff with a brief demonstration of some of our most common financial processes. As you return to campus and normal operations begin to resume, these sessions will help to remind you how to complete financial transactions and related tasks. Topics include creating requisitions, using the Procurement WorkCenter, running financial reports, creating expense reports in Concur, and onboarding domestic and foreign suppliers. After the demonstration, we will open up the room to questions. Join us for one or all of these sessions. To register, click on the session title below or visit the Employee Learning Center.

- **Creating Requisitions in Prime**  
  Thursday, 9/9 from 11am-12pm
- **Understand & Run Financial Reports**  
  Wednesday, 9/15 from 11am-12pm
- **Create Expense Reports in Concur**  
  Thursday, 9/23 from 11am-12pm
- **Onboarding Foreign and Domestic Suppliers**  
  Thursday, 9/30 from 11am-12pm
- **Procurement WorkCenter Overview**  
  Thursday, 10/7 from 11am-12pm

If you have any questions regarding this series, please contact Allison Petito. For questions regarding the processes covered in these sessions, please contact the Financial Service Center using the Finance Inquiry Form, email, or phone (609-258-3080).

For researchers who have received conditional approval from their department chair/director and the Dean of the Faculty’s office to telework abroad during fall 2021, you will also require University approval from Global Financial Services before work abroad can start. Please complete the Work Abroad Survey and Global Financial Services will contact you with next steps. For further information about teleworking abroad, please review the latest guidance.
If you are purchasing goods or services in your capacity as a Princeton University employee, here are ten key points to consider before initiating the purchase transaction:

1. The Marketplace in Prime has numerous catalogs as well as a link to a list of preferred suppliers already under contract, many of whom are diverse (see University Supplier Agreements). Consider using these first.

2. Obtaining competitive bids provides the best opportunity to maximize value and provides opportunities for diverse businesses to participate. Procurement Services can provide names and contact information for diverse suppliers who can be included in your competitive bids.

3. Competing the business does not mean you’ll need to select a new supplier. In many cases, the incumbent may provide a more competitive quote or proposal if they know they may lose the business. But, you may find a new supplier with better, more innovative solutions. And, that new supplier might be diverse.

4. If your purchase is federally funded and $250,000 or more, contact Procurement Services as this level of purchase may require a formal, publicly posted RFP which Procurement Services is prepared to execute on your behalf. And, the subrecipient-contractor classification form from ORPA can assist in determining if the transaction should be classified as a contract purchase or a subaward.

5. Whether obtaining quotes to select a supplier or documenting what is expected in a contract, these both require clarity in what is required by the supplier. The better the requirements, the greater the probability of a successful outcome. A good contract reveals what is being purchased, when, and for how much.

6. If you are going to enter into a new contract with a supplier, use one of our model agreements rather than the contract provided by the supplier. These are available at Princeton University Contracting website and include the University’s standard Services Agreement and Purchase Agreement. Using University agreements is preferred as they protect the University and simplify negotiations. Also, the University’s Transaction Authority Policy governs who can obligate the University and at what dollar threshold.

7. Be sure to have a completed and signed contract before starting the work. A supplier who knows they’ll be getting the business will be less likely to concede on contract terms important to the University.

8. If you are purchasing goods or services that are already under contract with an existing supplier, contract negotiations may be simplified. You may only need a statement of work (SOW) to document what you expect the supplier to do and how much they’ll be paid. But, be sure to consider whether the purchase should be competed before selecting the supplier.

9. All international purchases should ideally involve a consult with Procurement Services as there are government reporting obligations which need to be evaluated.

10. Contact Procurement Services via email at purchase@princeton.edu with any questions about sourcing, contracting, negotiating, or supplier diversity, ideally before initiating a purchase transaction.
DIVERSE TEMPORARY STAFFING SUPPLIERS

Commitment to supplier diversity is the responsibility of every staff member who secures products and services, and who makes purchasing decisions for the University. US-based firms that are independently certified as at least 51% owned and operated by minorities, women, veterans, or members of the LGBTQ community are the priority of the University’s supplier diversity program.

Champion opportunities for diverse businesses! Consider obtaining quotes from a pool of qualified suppliers. Broadening the supplier pool means better service and value for the University, and supports the University’s overall mission.

If you need temporary staffing, please consider:

- AppleOne Employment Services (MBE & WBE)
- Atrium Staffing (WBE)
- KNM Resources (WBE)
- Techlink (MBE & WBE)

If your plans include purchasing promotional products, please consider:

- Distinctive Promotions (WBE)
- Bodacious Promotions (MBE)
- BDJ Ventures (MBE)
- Made4Logos (WBE)
- Pride Products (WBE)

All of the above suppliers are active in Prime and have current contracts with the University.

MBE – Minority-owned business
WBE – Woman-owned business