

# the general ledger

News from the Princeton University Office of Finance & Treasury

## PURCHASING PPE

*Face Coverings,  
Nitrile Gloves,  
Hand Sanitizer  
& More*



Due to improvements in market supply of most personal protective equipment (PPE) items, EHS recently announced that departments are expected to order PPE and supplies directly from suppliers. This change will mean that as items are depleted from EHS's stock, they will be removed from the [EHS PPE & Supply Order Form](#). The expectation is that disinfectant wipes, and size medium and large nitrile gloves, will continue to be available for some time.

For all other PPE and supplies, departments should utilize the Prime Marketplace per the guidance provided below and on EHS's [Ordering PPE and Supplies](#) website. This list includes items that EHS has been providing to the University community, but any items that are available from other sources should be considered for purchase.

ITEM	SUPPLIER
Hand Sanitizer (8 oz. and 32 oz)	W.B. Mason
Cloth Face Coverings	Aramark
Nitrile Gloves	Neta Scientific Medline
Disposable Masks/Face Coverings	W.B. Mason
Face Shields	W.B. Mason
KN95 Masks	W.B. Mason Fisher Scientific VWR Henry Schein

If departments are having difficulty finding KN95s for faculty and staff, they may contact Kelly States ([kstates@princeton.edu](mailto:kstates@princeton.edu)) for an interim supply, provided at the cost incurred by EHS.

For volume pricing, contact your supplier representatives (available through Marketplace punchout catalogs). Please reach out to [purchase@princeton.edu](mailto:purchase@princeton.edu) for questions about ordering, or [ehs@princeton.edu](mailto:ehs@princeton.edu) with questions about CDC and EHS guidelines.

## Troubleshooting Tips for Carts and Requisitions

**ISSUE: When I submit my cart, the lines do not carry in to the Requisition.**

**Suggestion:** Clear your browser's cookies and restart your browser. You may want to consider using Firefox as your preferred browser in the Marketplace. If that does not work, contact us via the [Finance Inquiry Form](#) for further assistance and include the following information:

1. Whether the issue is for a specific supplier, or all suppliers
2. When the issue began
3. Cart number(s)
4. If another colleague is able to submit a cart on your behalf (to help inform our escalation path)

**ISSUE: I submitted a Requisition that is pending approval, but there is no approver.**

**Suggestion:**

1. In Manage Requisitions, review the Requisition Status to determine if approval is required
2. If approval is required, submit a [Prime Financials Access Request Form](#) to request approval and ChartField access
3. After the Prime approver access has been granted, please submit the [Finance Inquiry Form](#). Indicate that the approver information has been updated, and to re-route Requisition number "RQ..." through the workflow

**ISSUE: I click the Procurement Work Center tile, but receive an error message.**

**Suggestion:** It is necessary to be assigned the 'Requisition Creator' role to access the Procurement Work Center screen. If you are not assigned the 'Requisition Creator' role and need to create a cart, select the Marketplace Shopper tile from the [Prime Home Page](#)



## Diverse Supplier for Shredding Services

Procurement Services is pleased to announce a preferred, diverse supplier for document shredding. [Polar Shredding](#), a local veteran-owned small business, has provided routine and one-off request services to dozens of departments across the campus since 2019. If your department is interested in using Polar Shredding, please contact [service@polarshredding.com](mailto:service@polarshredding.com) to get started.

When creating a requisition, please search for "Telsa Information Systems, Inc., Doing Business As: Polar Shredding" with Supplier Number 0000002260 in the system. For further assistance, please contact [finance@princeton.edu](mailto:finance@princeton.edu).



### W2 Forms Available by January 31

Faculty, students and staff who received payroll payments will have a W2 available to them no later than January 31. Printed copies will be mailed, and electronic forms will be available on HR Self Service or TigerHub. To help you better understand the form, Payroll Services will be hosting three information sessions called Understand Your W2 Form, which will answer any questions you may have. To register for an upcoming session, please visit the [Employee Learning Center](#).



### Winter & Spring Training Schedule

The Office of Finance and Treasury offers training for Princeton's financial systems and processes throughout the year. The winter/spring schedule has been posted to the [Employee Learning Center](#). There you can view a full course list with descriptions, dates, times, and locations. Click [here](#) to view or register for upcoming classes.

Please contact [Allison Petito](#) if you have any questions.

## PEOPLE

# MICHELLE THOMAS



Photo by Tori Repp/Fotobuddy

### POSITION

In the newly created role of Associate Director for Supplier Diversity, Michelle Thomas serves the University's mission to combat systemic racism by making supplier diversity an integral part of the way it conducts business. The University's supplier diversity working group put together a multi-year plan for which Michelle has oversight and management responsibilities. A critical component, Michelle noted she is "responsible for building robust partnerships with internal stakeholders as well as external partners to foster connections between both parties."

"I am excited to have transitioned into this inaugural role, as I have the opportunity to pave the way to establish a more diverse supplier base, which not only benefits the University by encouraging new and innovative products and services, but helps with overall economic growth as many diverse suppliers are smaller, newer businesses." Michelle looks forward to developing and executing strategies that champion and advance the case for diverse suppliers across Princeton's procurement needs. In addition to advancing Princeton's procurement initiatives, Michelle plans to promote supplier development, which not only teaches diverse suppliers how to engage with the University, but helps build their business capabilities overall.

In reflecting on her role, Michelle shared, "Supplier diversity has always been a passion of mine. In prior roles, I have seen the impact of similar programs

by hearing the stories of affected suppliers and what these procurement opportunities mean for their business. Diverse firms tend to hire a diverse workforce, enabling growth for more diverse and inclusive communities."

### PRIOR TO PRINCETON...

Prior to arriving at Princeton University, Michelle held several administrative roles within the Federal Bureau of Prisons in the Department of Justice. Her most recent position was Contract Specialist where she supported procurement processes for three federal correctional institutions while following the Federal Acquisition Regulation (FAR). In her first role at Princeton, Michelle was hired as Senior Buyer where she had the opportunity to learn the University's procurement practices, and was able to work on impactful projects such as commencement audio and visual (AV) production, chapel audio system replacement, and assorted facilities commodities and services.

### WHEN NOT AT WORK...

As a new mom, Michelle says her little guy occupies most of her free time! When possible, she also likes to spend time outdoors fishing and hiking with her family. She also plays for a community ensemble at a local community college where she sits with students to fill instrumentation needs, typically as upright bass, or trombone. Lastly, in the pandemic Michelle has gained a love for thrifting and finding new life and homes for items that would typically be thrown away.

## Coming Soon – New Supplier Reports in Prime Information Warehouse

New supplier inquiry and supplier diversity reports will be available in the Prime Financials Information Warehouse soon!

The supplier inquiry report will allow users to search for specific suppliers based on certain criteria, and view information needed for buying and paying transactions, such as location, payment method, PO dispatch method and remittance information, and more.

The supplier diversity report replaces the excel version which currently resides within a tile on the Marketplace and will allow you to easily search for diverse suppliers who are already “onboarded” and ready to do business with the University.

To complement the Information Warehouse reports, you can use the Explorer tool which can be found in the Marketplace as a tile. This tool can be used to discover suppliers who are not found on the warehouse report, or to research an existing supplier. Supplier Explorer provides details such as diversity status, certifications, offerings and contact information. Using both tools together will help users find the best provider for their goods and services needs.

Training sessions will be announced soon!

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## New Banking Relationship with JP Morgan

The Office of Finance and Treasury is happy to announce that JP Morgan has been selected to replace PNC Bank as the University’s operating bank and merchant service processor. Bank of America will remain for credit card payables, and the University credit card program. JP Morgan was selected after the University issued an RFP in April, 2021, to start a four-month long process to review submissions and select a new bank. PNC Bank, and its predecessors, served as the University’s operating bank for almost 40 years. JP Morgan brings deep higher education experience, and this new banking relationship will provide many benefits for the University, including:

- Significant investment in technology with industry-leading systems and online platforms
- Improved automation and available data for treasury processes
- Significant yearly cost savings

The transition to JP Morgan is anticipated to be complete by August, 2022. Additional information about changes to banking will be shared with departments closer to the completion date.

## Concur Tips & Tricks

### TRAINING ON DEMAND

We are pleased to offer self-paced recordings of the Concur Tips and Tricks training on demand. This will allow access to the information as you need it. Topics reviewed include complex hotel itemizations, email verification, expense entry time-savers, view old expense reports, tips for approvers, and create and manage favorite allocations and attendee favorites. Additionally, you may choose to attend a live-webinar called “Concur Expense Tips & Tricks” (offered quarterly) or watch these self-paced recordings of each tip and trick discussed during the training. Whether you attend the webinar or watch the videos on your own, this course is intended for advanced Concur users who are interested in learning ways to make their expense reporting activities more efficient. Click [here](#) to register for the live-webinar or view the self-paced videos on the [Employee Learning Center](#).



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