

the general ledger

News from the Princeton University Office of Finance & Treasury



AMAZON BUSINESS
CATALOG NOW
AVAILABLE IN THE
PRIME MARKETPLACE

We are excited to announce that on October 16, 2023, we will be launching Amazon Business as a new catalog in the Prime Marketplace. Shopping with Amazon via the Prime Marketplace will help streamline purchase and payment transactions by reducing credit card transactions and Concur expense reports. Additional benefits of the Amazon Business catalog include:

- Free 2-Day shipping on Prime-eligible items.
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers.
- Access to millions of additional products, available only to Business customers.
- Business-specific pricing, including quantity discounts on eligible items.
- Access to a specialized Amazon Business Customer Service team.

We will be hosting office hours on October 23, 2023 from 10:00AM – 11:30AM, where Procurement and Amazon representatives will be available to answer questions. To register, please [visit the Employee Learning Center](#).

Business Expense Reminder:

Holiday Gifts



With the end of the calendar year approaching, we wanted to send a reminder regarding the University's [business expense policy](#) specifically around holiday gifts to employees. Per the business expense [policy](#), holiday gifts are not considered an allowable or reimbursable University expense. Any individual gifts given to employees are considered a personal expense. If you have questions regarding this policy, please contact the Financial Service Center by completing the [Finance Inquiry Form](#) or chatting with a representative [here](#). Additionally they can be reached at 609-258-3080 or finance@princeton.edu.

POLICY REMINDER: Charitable Donations

In accordance with our status as a not-for-profit, tax exempt organization, Princeton University generally does not provide financial contributions to other charitable organizations. There are a few, unique situations in which the University has, and will, allow for charitable giving and these situations are governed by our charitable donations policy. Please review this policy before making any charitable donations with University funds.



NEW CANON MULTIFUNCTIONAL COPIERS

The Office of Finance and Treasury, in collaboration with the Office of Information Technology, is replacing the aging, leased Canon copier fleet campus-wide with sustainable, secure, and easy to use devices.

The new devices, Canon multifunction copiers, will have similar features and printing capabilities as the current printers but will use the TigerPrint print queues. With TigerPrint, you can “print anywhere” to any managed printer at the University with a tap of your Princeton ID card, or by

signing in to the printer with your netID and password.

IT support staff will be involved throughout the survey and replacement process. Printer installation instructions and communications will be sent to departments in advance of device replacement. The project is currently underway, on a rolling-basis, with a projected completion by end of FY24.

To learn more, please visit: <https://oit.princeton.edu/tigerprint-managed-printing>

SUPPLIER ONBOARDING REMINDER



As you plan for end of semester events and Winter Session, plan on your suppliers being in compliance! Please allow proper lead times when onboarding suppliers to ensure suppliers have registered in the supplier portal and have provided the appropriate documents, including evidence of insurance. And don't forget to have your suppliers and independent contractors use the Princeton standard contracts! Save time for yourself and your suppliers by looking at these areas in advance.

For questions, please contact:
Supplier onboarding -
finance@princeton.edu;
Insurance -
riskmgt@princeton.edu;
Contract Questions -
jdurbin@princeton.edu and
jp9039@princeton.edu or
<https://contracting.princeton.edu/>

SUPPLIER SPOTLIGHT

HOGAN SECURITY GROUP, LLC



<https://www.hogansecurity.com/>

Hogan Security Group and Princeton University have been collaborators in creating a safer campus for over a decade. Hogan's expertise in securing and managing doors has not only enhanced the safety of Princeton's personnel but also safeguarded valuable assets. Their focus on electronic locks and access control systems has played a pivotal role in upholding the University's rigorous security standards.

According to Angela Leaney, CEO, “The enduring partnership with Princeton has been instrumental in Hogan Security Group's growth and success.” One project that stands out as a testament to their commitment is the Whitman College renovation and New College West construction. This endeavor not only showcased their dedication to meeting Princeton's high standards but also expanded their presence in the education sector.

As a trusted supplier, Hogan Security Group, a certified woman-and minority-owned company, continues to ensure the functionality and security of doors across campus, from dorms to academic buildings. Their unwavering dedication reflects their commitment to Princeton's mission of providing a safe and secure learning environment for both students and faculty. It's a partnership built on trust, excellence, and a shared commitment to safety.



PRINCETON UNIVERSITY

Published by the
Office of Finance and Treasury
701 Carnegie Center
Princeton, NJ 08540

E: finance@princeton.edu
T: (609) 258-3080

Copyright © 2023 by
The Trustees of Princeton University

In the Nation's Service and
the Service of Humanity