



April 27, 2017

To: Department Chairs, Program Directors, Department Managers, and Program Managers

From: Jill Dolan, Dean of the College

Re: Academic Prizes and Awards – Commencement 2017

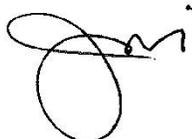
I'm writing to remind you of the procedures for requisitioning undergraduate prizes and awards.

- Please submit the names of prize and award winners using the online form available at this secure link: <http://odoc.princeton.edu/faculty-staff/undergraduate-prizes>. Access to the form will be provided to department and program managers as well as undergraduate administrators.
- **The online form will open on Monday, May 1. You may view the balance available in the prize fund through the online form. The form will close at 1:00 p.m. on Wednesday, May 31.**
- Requisitions will be processed promptly to ensure that certificates and awards are ready for departments and programs to present on Class Day. Certificates and prizes for members of the Class of 2017 will be prioritized and processed before certificates and prizes for students in the Classes of 2018, 2019, and 2020.
- Checks are not included with prize certificates. Students will receive monetary awards via electronic fund transfers (EFTs), *i.e.*, direct deposit. Funds will be transferred to the account the student has recorded with the University. Students who have not registered for direct deposit will receive a check from Financial Services at the home address on file. Students will receive an email shortly after Class Day notifying them of the EFT or mailed check.
- Prize certificates will be delivered to departments and programs by Friday, June 2, addressed to the attention of the person listed in the online form.

As you know, the window of time in which prize recommendations and payments are processed and certificates are prepared is narrow. We appreciate your efforts to requisition awards promptly.

Should you have questions about the process to requisition prizes online, please contact Vicky Glosson ([vtgt@princeton.edu](mailto:vtgt@princeton.edu) or 258-7379).

Thanks so much for your attention and cooperation. Good luck with the end of the semester!



cc: Julia Aggreh, Office of the Registrar  
Suzanne Bellan, Financial Services, Office of the VP for Finance and Treasurer  
Elizabeth Colagiuri, Office of the Dean of the College  
Vicky Glosson, Office of the Dean of the College  
Polly Griffin, Office of the Registrar  
Tammy Knutson, Office of the VP for Finance and Treasurer  
Catherine Kossou, Office of the Dean of the College  
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Sharon Nash, Asset Administration, Office of the VP for Finance Treasurer  
Daniel Richlin, Tax, Office of the Vice President for Finance and Treasurer