



Comptroller's Office

WELCOME
2017–2018

Welcome to the Institute. This sheet contains the information you need to get started on your financial relationship with the Institute.

The Comptroller's Office is located in the ECP Building, around the corner from the Fitness Center and Crossroads Nursery School.

If you are receiving a grant, a health insurance subsidy, or a childcare subsidy from the Institute, it is important that you make an appointment with our office prior to the 26th of September to complete the applicable documents for payroll processing. To make an appointment please contact Tina Gaspari (gaspari@ias.edu or ext. 8209) as soon as possible.

Grant payments are disbursed on the last working day of each month.

If you are receiving a grant from outside sources, you will receive a bill from our office on or around the 15th day of each month for expenses incurred in the prior month. Payments may be sent through interoffice mail, left at the Fuld Hall reception desk or dropped off in our office.

The Institute has a banking relationship with PNC Bank, which is located on the corner of Palmer Square in Princeton. PNC Bank has sent banking professionals to the Institute today to facilitate the opening of accounts for those that do not currently have a U.S. bank account. The PNC table is located next to our table.

For a full list of services offered by the Comptroller's Office, please visit our website at www.ias.edu/campus-resources/working-at-ias/comptrollers-office/services