

Covid-19 Campus Guide



Fuld Hall Reception Desk
Services



Hours of Operation & Key Contacts

The Reception Desk, located through the main entrance of Fuld Hall, is open for most services from 9 am and 5 pm Monday through Friday (except during holiday closures).

The Public Safety Officer is on duty at the Reception Desk Monday through Friday between 5 pm and 9 am, and 24 hours a day on weekends and during holiday closures.

Linda Munro
Receptionist
(609) 734-8000
lmunro@ias.edu

Public Safety
(609) 947-5940 (*by cell*)
or IAS ext. 5460
publicsafety@ias.edu



SERVICES AT THE RECEPTION DESK

ITEMS THAT CAN BE PICKED UP AT RECEPTION AT ANY TIME

- Key packet envelopes upon arrival
- Lost and found items

ITEMS LIMITED DURING BUSINESS HOURS (9am-5pm)

- Send or collect fax transmittals from the main fax machine
- Stamps – purchases will be charged directly to your IAS ID card. Please bring your card with you
- Laundry Cards (applies to those visiting for less than 30 days) – cash purchase



SERVICES

ID Cards

- Family ID card requests are processed through Administrative Services at idcards@ias.edu
- Access to academic areas: Please contact your School Administrative Officer

Report being locked out of your office or members housing apartment

- Contact Public Safety directly at (609) 947-5940 (cell) or IAS ext. 5940

Report a problem with telephone service or request a change of service

- Send an email to the following address with your request: telephone@ias.edu

Merchandise Sales and Purchases

- Can be done online at the IAS Store: <https://store.ias.edu/>



SERVICES – Modifications

Payments for services (rent, dining, etc.)

- Payments will not be accepted at Reception
- Payments can be handled in the following ways:
 - Placed in inter-office mail to the attention of Accounts Receivable
 - Left in the drop box outside of the Comptroller's Office (ECP Building)
 - Mail payment via US Postal Service to the following address:
 - Institute for Advanced Study, Accounts Receivable,
1 Einstein Drive, Princeton, NJ 08540

Accounts Payable Payment Requisitions

- Requisitions will not be accepted at Reception
- Payments can be handled in the following ways:
 - Placed in inter-office mail to the attention of Accounts Payable
 - Email invoice and all backup to acctpay@ias.edu
 - Left in the drop box outside of the Comptroller's Office (ECP Building)