Return-to-Campus Guide

Fuld Hall Reception
Desk Services
The Reception Desk, located through the main entrance of Fuld Hall, is open for most services between 10 am and 4 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

Please note: to allow time for the safe transition of staff using a shared space, services and/or staff may not be available during the hours of 9-10 am and 4-5 pm.
SERVICES AT THE RECEPTION DESK

When approaching the Reception window - please wear your mask and maintain social distancing.

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 (10am-4pm)

• 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
SERVICES

ID Cards

• Family ID card request: Email a photo, preferably with a light background, to 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
SERVICES – Modifications

Payments for services (rent, laundry, 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)

Merchandise Sales and Purchases
• Will take place online in the future