

**KENT STATE UNIVERSITY
FISCAL YEAR END 2024
PROCESSING CUT-OFF DATES**

<u>ITEM (alphabetical order) as of 6/30</u>	<u>DUE DATE</u>	<u>AREA</u>
Budget revisions - positions	June 26 by 5:00 p.m.	Budget Office
Budget revisions – non-positions	July 1 by 5:00 p.m.	Budget Office
Deposits	June 28 by 10:00 p.m. <i>(see separate memo)</i>	Originating department
Compensated absences	July 1 by 5:00 p.m.	HR Records
Cost transfers	June 13 by 5:00 p.m.	Controller's Office
Credit memos/invoices for accounts receivable other (ARO) system	June 28 by 4:00 p.m. <u>(see separate memo)</u>	Bursar's Office
Expense reimbursements	June 25 by 5:00 p.m. <i>(see separate memo)</i>	Accounts Payable
Interdepartmental charges and COR journal entries	June 28 by 5:00 p.m.	Controller's Office
Invoices for payments and P-card reconciliations	July 3 by 5:00 p.m. <i>(see separate memo)</i>	Accounts Payable
Petty cash reimbursements	July 1 by 5:00 p.m.	Controller's Office
Purchase requisitions (date for final approval)	June 26 by 5:00 p.m.	Procurement
Salary redistributions	June 13 by 5:00 p.m.	Controller's Office
Wire transfers	June 21 by 5:00 p.m.	Accounts Payable