



INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments  
FROM: Betsy Tierney, Manager, Bursar's Office  
DATE: April 29, 2024  
SUBJECT: 2024 Fiscal Year-End Deposits

To secure your deposits for year-end closing, please refer to the following schedule.

For funds that must be reported to FY 2024, your deposits must be entered and complete in Transact (formerly CASHNet) by 10:00pm on **Friday, June 28, 2024**. If you miss the June 28 processing deadline, please contact our office by 4:00 pm, July 1 so that the activity is recorded to the proper fiscal year.

Deposits entered *by departments* on July 1, 2024 and after will be recorded as FY2025.

If you have any questions, please contact us at 330-672-2757 or [cashier@kent.edu](mailto:cashier@kent.edu).

---

**Bursar's Office**

131 Schwartz Center • P.O. Box 5190, Kent Ohio 44242-0001 • (330) 672-2626  
[cashier@kent.edu](mailto:cashier@kent.edu) • [www.kent.edu/bursar](http://www.kent.edu/bursar)