



INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments

FROM: Betsy Tierney, Manager, Bursar's Office

DATE: April 29, 2024

SUBJECT: Non-Student Accounts Receivable Other (ARO), FY2024 End Dates

Invoices/credit memos should be recorded in the fiscal year the services were performed.

Your invoices and credit memos must be posted in Banner by **Friday, June 28, 2024, by 4:00pm** to be recorded in FY2024.

If you miss the June 28 deadline, please contact our office by 4:00pm Monday, July 1, 2024, so that the activity is recorded to the proper fiscal year.

If you have any questions beforehand, please contact us at 330-672-2757 cashier@kent.edu.

Bursar's Office

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