INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments

FROM: Betsy Tierney, Manager, Bursar’s Office

DATE: April 19, 2018

SUBJECT: Fiscal Year-End Deposits

In order to secure your deposits for year-end closing, please refer to the following date guidelines.

For funds that must be reported to FY 2018, your deposits must be entered and complete in CASHNet by the end of day Friday, June 29, 2018. If you have deposits for activity over the June 30th weekend, please contact our office so that the activity is recorded to the proper fiscal year. Deposits entered by departments on July 2, 2018 will be recorded as FY2019.

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