



INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments
FROM: Betsy Tierney, Manager, Bursar's Office
DATE: April 30, 2019
SUBJECT: Non-Student Accounts Receivable Other (ARO), FY2019 End Dates

Please refer to the following date guidelines for submitting invoices and credit memos to our office to be recorded in FY2019.

| Dates of Service(s) Provided: | Deadline to submit to Bursar's Office to record in Banner (by 4:00pm): |
|-------------------------------|---|
| Activity up to June 14, 2019 | Tuesday, June 18, 2019 |
| June 15, 2019 - June 26, 2019 | Friday, June 28, 2019 |
| June 27, 2019 - June 30, 2019 | Monday, July 01, 2019 |

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

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

Bursar's Office

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