



INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments
FROM: Betsy Tierney, Manager, Bursar's Office
DATE: April 30, 2019
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 2019, your deposits must be entered and complete in CASHNet by the end of day **Friday, June 28, 2019**. If you have deposits for activity over the June 29th weekend, please contact our office so that the activity is recorded to the proper fiscal year. Deposits entered by departments on July 1, 2019 will be recorded as FY2020.

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

Bursar's Office

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