INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments
FROM: Betsy Tierney, Manager, Bursar’s Office
DATE: April 9 2020
SUBJECT: Fiscal Year-End Deposits

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

For funds that must be reported to FY 2020, your deposits must be entered and complete in CASHNet by 10:00pm on Tuesday, June 30, 2020. If you miss the June 30 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, 2020 will be recorded as FY2021.

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