TO: All Departments

FROM: Betsy Tierney, Manager, Cashiering

DATE: May 15, 2017

SUBJECT: Year-End Deposits

In order to ensure timely reporting of your deposits for year-end, please refer to the following guidelines. For funds received on/before Friday June 30, 2017, the deposits must be entered and complete in CASHNet by the end of day Friday, June 30, 2017.

You may know the One Stop for Student Services at the Kent Campus is scheduled to open on June 5th in the Kent campus library. With the front facing operation of the Bursar’s Office moving to the One Stop, the Bursar’s Office will be closing its windows for in-person traffic. As a result year-end processing will vary from years’ past since departments will be cashiering their own deposits directly to CASHNet. We will be working with departments that currently bring their deposits to our window for processing to make arrangements for the new process

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