

**KENT STATE UNIVERSITY  
FISCAL YEAR END 2021  
PROCESSING CUT-OFF DATES**

<b><u>ITEM (alphabetical order) as of 6/30</u></b>	<b><u>DUE DATE</u></b>	<b><u>AREA</u></b>
Budget revisions	July 2 by 5:00 p.m.	Budget Office
Deposits	June 30 by 10:00 p.m. <i>(see separate memo)</i>	Originating department
Compensated absences	July 2 by 5:00 p.m.	HR Records
Cost transfers	June 15 by 5:00 p.m.	Controller's Office
Credit memos/invoices for accounts receivable other system	June 18 by 4:00 p.m. for services provided through June 14; June 25 by 4:00 p.m. for services provided from June 15 – June 25 July 1 by 4:00 p.m. for services provided from June 26 - June 30 <i>(see separate memo)</i>	Bursar's Office
Expense reimbursements	June 25 by 5:00 p.m. <i>(see separate memo)</i>	Accounts Payable
Interdepartmental charges and COR journal entries	June 30 by 5:00 p.m.	Controller's Office
Invoices for payments and P-card reconciliations	July 6 by 5:00 p.m. <i>(see separate memo)</i>	Accounts Payable
Petty cash reimbursements	July 1 by 5:00 p.m.	Controller's Office
Purchase requisitions (date for final approval)	June 28 by 5:00 p.m.	Procurement
Salary redistributions	June 15 by 5:00 p.m.	Controller's Office
Wire transfers	June 25 by 5:00 p.m.	Accounts Payable