



INTERDEPARTMENTAL CORRESPONDENCE

TO: All Departments
FROM: Betsy Tierney, Manager, Bursar's Office
DATE: April 28, 2021
SUBJECT: Non-Student Accounts Receivable Other (ARO), FY2021 End Dates

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

If you are processing ARO charges in your department to Banner directly, you must have your invoices and credit memos posted by **Thursday, July 01, 2021 by 4:00pm** to be recorded in FY2021.

If you submit your invoices and credit memos to the Bursar's Office, please refer to the following schedule for submitting invoices and credit memos to our office to be recorded in FY2021.

Dates of Service(s) Provided:	Deadline to submit to Bursar's Office to record in Banner (by 4:00pm):
Activity up to June 14, 2021	Friday, June 18, 2021
June 15, 2021 - June 25, 2021	Friday, June 25, 2021
June 26, 2021 - June 30, 2021	Thursday, July 01, 2021

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

Bursar's Office

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