



**Date:** December 1<sup>st</sup>, 2017

**Memo to:** Divisional Financial Officers and AMS users

**Memo from:** Financial Services Department

**Subject:** Holiday Closing – Deposits to Cashier's Office

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The University is closed from December 21<sup>st</sup>, 2017 to January 2<sup>nd</sup>, 2018. Given the volume of deposits that are made prior to the holiday closing, we request that all deposits be received at the Cashier's Office by **5:00 PM on Monday, December 18<sup>th</sup>, 2017**.

Thank you in advance for your cooperation.

If you have any questions or comments, please contact Kumar Sukumaran, Supervisor, Accounting Services at 978-6923, or by e-mail at [kumar.sukumaran@utoronto.ca](mailto:kumar.sukumaran@utoronto.ca)