



**Date:** December 4<sup>th</sup>, 2018

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

**Memo from:** Financial Services Department

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

---

The University is closed from December 24<sup>th</sup>, 2018 to January 4<sup>th</sup>, 2019. 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 Wednesday, December 19<sup>th</sup>, 2018**.

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)