



Date: December 1st, 2020

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 23rd, 2020 to January 3rd, 2021. 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 **4:00 PM on Thursday, December 17th, 2020**.

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