

Fiscal Year 2017 Invoice Schedule

| FY 2017 Billing Cycle Number | Billing Period Start Date | Billing Period End Date | Timesheet Entry & Approval Deadline* | Invoice Delivery Date | DC Payment to OST Deadline | OST Payment to Vendors Deadline** |
|---|----------------------------------|--------------------------------|---|------------------------------|-----------------------------------|--|
| 1 | 10/2/2016 | 10/29/2016 | 11/2/2016 | 11/7/2016 | 12/7/2016 | 12/14/2016 |
| 2 | 10/30/2016 | 11/26/2016 | 11/30/2016 | 12/5/2016 | 1/4/2017 | 1/11/2017 |
| 3 | 11/27/2016 | 12/24/2016 | 12/28/2016 | 1/3/2017 | 2/2/2017 | 2/9/2017 |
| 4 | 12/25/2016 | 1/21/2017 | 1/25/2017 | 1/30/2017 | 3/1/2017 | 3/7/2017 |
| 5 | 1/22/2017 | 2/18/2017 | 2/22/2017 | 2/27/2017 | 3/29/2017 | 4/5/2017 |
| 6 | 2/19/2017 | 3/31/2017 | 4/5/2017 | 4/7/2017 | 5/8/2017 | 5/15/2017 |
| <p>* If approved timesheets are not received through the District’s Procurement Automated Support System (PASS) by the stated deadline, those timesheets will not be invoiced to the District until the following billing cycle, resulting in a 4-week delay in payment to Vendors. It is the Vendor’s responsibility to ensure that their Resources enter timesheets in a timely manner. Questions or concerns should be directed to ITSA-Support@ostglobal.com or 202-656-7851 prior to the approval deadline to avoid delays.</p> | | | | | | |
| <p>**Payments from OST to Vendors are distributed within seven (7) days of receipt of payment confirmation and identification from the Government of the District of Columbia. Payments to vendors are made by OST only once the District has completed payment to OST and identified what Resources and Purchase Orders are covered by the payment. If the District pays and identifies the payment prior to their payment deadline, payment is sent to the vendor early. All Vendor payments are made via ACH direct deposit on a weekly schedule.</p> | | | | | | |