



OHIO ITSA

Information Technology Staff Augmentation

July 2021 - June 2022 Invoice Schedule

Billing Cycle Number	Billing Period Start Date	Billing Period End Date	Timesheet Entry & Approval Deadline*	Invoice Delivery Date to Ohio	Ohio Payment to OST Deadline	OST Early Payment Option 1 Deadline	OST Early Payment Option 2 Deadline	OST Payment to Vendors Deadline**
1	7/1/2021	7/31/2021	8/4/2021	8/9/2021	9/8/2021	8/12/2021	8/24/2021	9/15/2021
2	8/1/2021	8/31/2021	9/8/2021	9/13/2021	10/13/2021	9/16/2021	9/28/2021	10/20/2021
3	9/1/2021	9/30/2021	10/6/2021	10/12/2021	11/12/2021	10/15/2021	10/27/2021	11/19/2021
4	10/1/2021	10/31/2021	11/10/2021	11/15/2021	12/15/2021	11/18/2021	11/30/2021	12/22/2021
5	11/1/2021	11/30/2021	12/8/2021	12/13/2021	1/12/2022	12/16/2021	12/28/2021	1/20/2022
6	12/1/2021	12/31/2021	1/5/2022	1/10/2022	2/9/2022	1/13/2022	1/25/2022	2/16/2022
7	1/1/2022	1/31/2022	2/9/2022	2/14/2022	3/16/2022	2/17/2022	3/1/2022	3/23/2022
8	2/1/2022	2/28/2022	3/9/2022	3/14/2022	4/13/2022	3/17/2022	3/29/2022	4/20/2022
9	3/1/2022	3/31/2022	4/6/2022	4/11/2022	5/11/2022	4/14/2022	4/26/2022	5/18/2022
10	4/1/2022	4/30/2022	5/4/2022	5/9/2022	6/8/2022	5/12/2022	5/24/2022	6/15/2022
11	5/1/2022	5/31/2022	6/8/2022	6/13/2022	7/13/2022	6/16/2022	6/28/2022	7/20/2022
12	6/1/2022	6/30/2022	7/6/2022	7/11/2022	8/10/2022	7/14/2022	7/26/2022	8/17/2022

*Timesheets not entered by resources or timesheets not approved by the End Customer prior to the defined "Timesheet Entry and Approval Deadline" will not be invoiced until the next invoice delivery date following their approval. Payments are not required to vendors for any time that does not meet the approval deadline. OST is not responsible for timesheets missing invoicing dates due to delays of approval from the End Customer. Vendors are responsible for ensuring prompt and accurate time entry by their resources.

**Payment to vendors is subject to timely acceptance of invoices and confirmed receipt of payment from the End Customer. Please refer to the Subcontractor Agreement for information on payment terms options.