



# 2008 Agency & Independent Contractor Billing Calendar

All invoices must be received by 5 p.m. on billing day to be processed during the current month's billing cycle. Invoices received after 5pm will not be processed until the next billing cycle.

## REMEMBER

- All invoices must include the customer's signature.
- PROGRESS REPORTS are required with every invoice.
- Bills should only reflect FACE TO FACE time with customers except under very specific circumstances allowed by Support Services rules.
- Invoices should be for one calendar month only.
- Please review contracts and keep track of hours of service. SDRI cannot use Support Service Funds to pay for services beyond what is agreed to in contract.

SDRI will make every attempt to keep our equipment (fax, e-mail) online, however responsibility for delivery of timesheets rests with the employer. We cannot pay timesheets presented after the submission deadline due to a malfunction in our equipment.

## Questions?

Contact the Personal Agent you are working with or contact Kitty Thomas at [kitty@sdri-pdx.org](mailto:kitty@sdri-pdx.org).

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2							1			1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31	24	25	26	27	28	29	23/30	24/31	25	26	27	28	29	27	28	29	30						
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5						1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	27	28	29	30	31	24/31	25	26	27	28	29	30							
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4						1		1	2	3	4	5	6		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	26	27	28	29	30	31	23/30	24	25	26	27	28	29	28	29	30	31								

**Self-Determination Resources, Inc.**  
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 Portland, OR 97221  
 502-292-7142 (voice)  
 503 292-0298 (fax)

Because of the number of checks we process, we ask that you do not come into the office to pick up your check. Thanks for your understanding.

**In the spring of 2008, SDRI will be initiating a new, web-based data system that will allow contractors to submit invoices on-line and to track where bills are in the payment process. We will send out more information soon.**

- Billing days
- Checks Mailed
- SDRI Holiday