



# 2009 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 5 p.m. will not be processed until the next billing cycle.

## REMEMBER

- All invoices must include the customer's signature.
- PROGRESS NOTES 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.
- Except in extenuating circumstances such as contract cancellation, it is the responsibility of the contractor to obtain customer signatures/authorizations.

**SDRI will make every attempt to keep our equipment (fax, eMail) online, however, responsibility for delivery of invoices rests with the agency/contractor. We cannot pay invoices 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 2009							February 2009							March 2009							April 2009						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

  

May 2009							June 2009							July 2009							August 2009						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	29	29	
31																					30	31					

  

September 2009							October 2009							November 2009							December 2009						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

**Self-Determination Resources, Inc**  
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 503-292-7142 (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.

Key to Calendar

	Billing Day
	Checks Mailed
	SDRI Holiday