



2014 Agency & Contractor Billing Calendar

12770 SW 1st St
Beaverton, OR 97005-2759
Voice: (503) 292-7142
Fax: (503) 292-0298

REMEMBER

- All invoices **must** include a customer authorizing signature. It is the responsibility of the contractor to obtain customer signatures.
- Progress notes are **required** with every invoice.
- Charges should only reflect face-to-face time with customers (except for specific exceptions allowed under Support Services rules).
- Each invoice should be for one closed calendar month only (all June hours billed and paid in July, etc.).
- It is the contractor's responsibility to monitor contracts and remaining service hours. SDRI cannot use Support Service funds to pay for services outside of contractual limits.
- Please allow 1 week after checks are mailed for Post Office delivery before requesting checks be reissued.

SDRI cannot process invoices presented after the Billing Day until the next billing cycle.

We will make every effort to keep our equipment (fax, e-mail) online, however, responsibility for timely delivery of invoices rests with the Contractor.

JANUARY							FEBRUARY							MARCH							APRIL											
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							1												1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12					
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19					
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26					
26	27	28	29	30	31	23	24	25	26	27	28	23 ³⁰	24 ³¹	25	26	27	28	29	27	28	29	30										
MAY							JUNE							JULY							AUGUST											
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							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	27	28	29	30	31	24 ³¹	25	26	27	28	29	30							
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER											
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	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													

Key to Billing Calendar

	Billing Day
	Checks Mailed
	SDRI Holiday

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

Thank you for your understanding.

Questions?

Please contact the Personal Agent whose client you are working with or contact Chris Doggett via chris@sdri-pdx.org or (503) 292-7142 x127

Invoices are due by 5 PM on the **billing day** or earlier to be processed during the *current month's billing cycle*. Invoices received after that deadline will not be processed until the *next billing cycle*.