**PURDUE UNIVERSITY.**

Each recharge center is expected to bill on a monthly basis. This schedule provides recharge facility staff and business offices the schedule to review and complete monthly billings. The Core Review and Business Office and Department Account Review must occur as listed, regardless of weekends or holidays.

If the billing event cannot be created during the 1st-5th, charges for that period should instead be billed during the next month's monthly billing. Once the billing event is created and invoices sent, the 10 day auto approval timer will begin. Invoices will auto-approve if not manually approved by the 10th day after the invoice is created and sent.

## Schedule for Monthly Billings

| Activity Period | Core Review (billing event created and invoices sent) | Department Account Review (business offices & PI review/approve) | Billing Date (file sent to SAP) |
|---|---|---|---|
| June 1 – June 30 | July1 – July 5 | July 6 – July 10 | July 11 – July 15 |
| July 1 – July 31 | August 1 – August 5 | August 6 – August 10 | August 11 – August 15 |
| August 1 – August 31 | September 1 – September 5 | September 6 – September 10 | September 11 – September 15 |
| September 1 – September 30 | October 1 – October 5 | October 6 – October 10 | October 11 – October 15 |
| October 1 – October 31 | November 1 – November 5 | November 6 – November 10 | November 11 – November 15 |
| November 1 – November 30 | December 1 – December 5 | December 6 – December 10 | December 11 – December 15 |
| December 1 – December 31 | January 1 – January 5 | January 6 – January 10 | January 11 – January 15 |
| January 1 – January 31 | February 1 – February 5 | February 6 – February 10 | February 11 – February 15 |
| February 1 – February 28 | March 1 – March 5 | March 6 – March 10 | March 11 – March 15 |
| March 1 – March 31 | April 1 – April 5 | April 6 – April 10 | April 11 – April 15 |
| April 1 – April 30 | May 1 – May 5 | May 6 – May 10 | May 11 – May 15 |
| May 1 – May 31 | June 1 – June 5 | June 6 – June 10 | June 11 – June 15 |