



District of Columbia MSP
Office of the Chief Financial Officer

June 2022 - Sept 2023
Invoice Schedule

Billing Cycle Number	Billing Period Start Date	Billing Period End Date and Timesheet Entry Deadline	Timesheet Approval Deadline*	Invoice Delivery Date to DC	DC Payment to OST Deadline	OST Early Payment Option 1 Deadline	OST Early Payment Option 2 Deadline	OST Payment to Vendors Target**
1	6/5/2022	6/30/2022	7/5/2022	7/12/2022	8/11/2022	7/15/2022	7/27/2022	8/18/2022
2	7/1/2022	7/31/2022	8/2/2022	8/9/2022	9/8/2022	8/12/2022	8/24/2022	9/15/2022
3	8/1/2022	8/31/2022	9/2/2022	9/9/2022	10/7/2022	9/14/2022	9/23/2022	10/14/2022
4	9/1/2022	9/30/2022	10/4/2022	10/11/2022	11/10/2022	10/14/2022	10/26/2022	11/17/2022
5	10/1/2022	10/31/2022	11/2/2022	11/9/2022	12/9/2022	11/14/2022	11/23/2022	12/16/2022
6	11/1/2022	11/30/2022	12/2/2022	12/9/2022	1/6/2023	12/14/2022	12/23/2022	1/13/2023
7	12/1/2022	12/30/2022	1/3/2023	1/10/2023	2/9/2023	1/13/2023	1/25/2023	2/16/2023
8	1/1/2023	1/31/2023	2/2/2023	2/9/2023	3/10/2023	2/14/2023	2/24/2023	3/17/2023
9	2/1/2023	2/28/2023	3/2/2023	3/9/2023	4/7/2023	3/14/2023	3/24/2023	4/14/2023
10	3/1/2023	3/31/2023	4/4/2023	4/11/2023	5/11/2023	4/14/2023	4/26/2023	5/18/2023
11	4/1/2023	4/30/2023	5/2/2023	5/9/2023	6/8/2023	5/12/2023	5/24/2023	6/15/2023
12	5/1/2023	5/31/2023	6/2/2023	6/9/2023	7/7/2023	6/14/2023	6/24/2023	7/14/2023
13	6/1/2023	6/30/2023	7/4/2023	7/11/2023	8/10/2023	7/14/2023	7/26/2023	8/17/2023
14	7/1/2023	7/31/2023	8/2/2023	8/9/2023	9/8/2023	8/14/2023	8/24/2023	9/15/2023
15	8/1/2023	8/30/2023	9/1/2023	9/8/2023	10/6/2023	9/13/2023	9/22/2023	10/13/2023
16	9/1/2023	9/30/2023	10/3/2023	10/9/2023	11/8/2023	10/12/2023	11/13/2023	11/15/2023

*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.