

Billing Cycle Number	Billing Period Start Date	Billing Period End Date	Timesheet Entry & Approval Deadline*	Invoice Delivery Date to CoPA	CoPA Payment to OST Deadline	OST Payment to Net 15 Vendors Deadline**	OST Payment to Net 45 Vendors Deadline**
1	1/1/2018	1/31/2018	2/7/2018	2/12/2018	3/29/2018	2/27/2018	3/29/2018
2	2/1/2018	2/28/2018	3/7/2018	3/12/2018	4/26/2018	3/27/2018	4/26/2018
3	3/1/2018	3/31/2018	4/4/2018	4/9/2018	5/24/2018	4/24/2018	5/24/2018
4	4/1/2018	4/30/2018	5/9/2018	5/14/2018	6/28/2018	5/29/2018	6/28/2018
5	5/1/2018	5/31/2018	6/6/2018	6/11/2018	7/26/2018	6/26/2018	7/26/2018
6	6/1/2018	6/30/2018	7/3/2018	7/9/2018	8/23/2018	7/24/2018	8/23/2018
7	7/1/2018	7/31/2018	8/8/2018	8/13/2018	9/27/2018	8/28/2018	9/27/2018
8	8/1/2018	8/31/2018	9/5/2018	9/10/2018	10/25/2018	9/25/2018	10/25/2018
9	9/1/2018	9/30/2018	10/10/2018	10/15/2018	11/29/2018	10/30/2018	11/29/2018
10	10/1/2018	10/31/2018	11/7/2018	11/13/2018	12/28/2018	11/28/2018	12/28/2018
11	11/1/2018	11/30/2018	12/5/2018	12/10/2018	1/24/2019	12/26/2018	1/24/2019
12	12/1/2018	12/31/2018	1/9/2019	1/14/2019	2/28/2019	1/29/2019	2/28/2019

*Timesheets not entered by resources or timesheets not approved by the Commonwealth 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 or expenses that do not meet the approval deadline. OST is not responsible for timesheets missing invoicing dates due to delays of approval from the Commonwealth. Vendors are responsible for ensuring prompt and accurate time entry by their resources.

**Payment to vendors is subject to timely acceptance of invoices and payment from the Commonwealth. Please refer to the Subcontractor Agreement for information on payment terms options.