



**January - December 2022  
Invoice Schedule**

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 Early Payment Option 1 Deadline	OST Early Payment Option 2 Deadline	OST Payment to Vendors Deadline**
1	1/1/2022	1/31/2022	2/9/2022	2/14/2022	3/16/2022	2/17/2022	3/1/2022	3/23/2022
2	2/1/2022	2/28/2022	3/9/2022	3/14/2022	4/13/2022	3/17/2022	3/29/2022	4/20/2022
3	3/1/2022	3/31/2022	4/6/2022	4/11/2022	5/11/2022	4/14/2022	4/26/2022	5/18/2022
4	4/1/2022	4/30/2022	5/4/2022	5/9/2022	6/8/2022	5/12/2022	5/24/2022	6/15/2022
5	5/1/2022	5/31/2022	6/8/2022	6/13/2022	7/13/2022	6/16/2022	6/28/2022	7/20/2022
6	6/1/2022	6/30/2022	7/6/2022	7/11/2022	8/10/2022	7/14/2022	7/26/2022	8/17/2022
7	7/1/2022	7/31/2022	8/10/2022	8/15/2022	9/14/2022	8/18/2022	8/30/2022	9/21/2022
8	8/1/2022	8/31/2022	9/7/2022	9/12/2022	10/12/2022	9/15/2022	9/27/2022	10/19/2022
9	9/1/2022	9/30/2022	10/5/2022	10/11/2022	11/10/2022	10/14/2022	10/26/2022	11/17/2022
10	10/1/2022	10/31/2022	11/9/2022	11/14/2022	12/14/2022	11/17/2022	11/29/2022	12/21/2022
11	11/1/2022	11/30/2022	12/7/2022	12/12/2022	1/11/2023	12/15/2022	12/27/2022	1/18/2023
12	12/1/2022	12/31/2022	1/4/2023	1/9/2023	2/8/2023	1/12/2023	1/24/2023	2/15/2023

\*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 confirmed receipt of payment from the Commonwealth. Please refer to the Subcontractor Agreement for information on payment terms options.