

TO: Agency Chief Information Officers
Agency Chief Financial Officers

FROM: Stu Davis, State CIO *SLD*
Department of Administrative Services
Office of Information Technology

DATE: April 21, 2015

RE: *DAS OIT 4TH QUARTER BILLING PROCESS CHANGE*

Agencies have expressed interest in aligning quarterly invoice payments to actual usage within the same fiscal year. To achieve this goal, DAS will include the Q2 and Q3 usage reconciliation on the Q4 invoice. The FY15 Q4 usage reconciliation will be part of the FY16 Q2 invoice. FY16 Q1 usage will be reconciled on the Q3 invoice.

The FY15 Q4 invoice should be distributed to your agencies on May 1st. Your assistance in getting the invoice processed this fiscal year would be greatly appreciated.

If you have any questions about this process or any other billing question, feel free to contact DAS OIT Billing through the Customer Service Center, CSC@ohio.gov, (614) 644-6860 or (877) 644-6860. As always, the OIT Business Manager Stephen Boudinot is also available to address concerns. He can be reached at 614-466-9389.