

## **Billing Cycles**

LACA provides services to districts that are over and above the contract(s). This includes: group purchasing of stock paper, printer ribbons for printers that LACA maintains under maintenance agreements, purchase orders, and address labels; maintenance agreements on Hewlett Packard and Digital printers; and microfiche of fiscal and student services information. These charges are billed back to the district as part of the Bi-monthly invoicing. If the district sends a purchase order to LACA, either for a specific item or an open P.O. for the month or quarter, LACA will reference that purchase order number on the invoice. The items billed in each month of the fiscal year are as follows:

- July
  - One half of Service Level Agreement
- August
  - Bi-monthly invoicing
- October
  - Bi-monthly invoicing
- November
  - ISP Billing
- December
  - Bi-monthly invoicing
- January
  - One half of Service Level Agreement
- February
  - Bi-monthly invoicing
- April
  - Bi-monthly invoicing
- June
  - Bi-monthly invoicing