

Division of Central Services
Central Services Billing Schedule
 December 30, 2003

Service	COFRS Posting
Copiers	Billing is complete by the end of the first full week of the following month.
Design Center	Billing is completed by Friday of every week.
Document Solutions Group	Billing is complete by the end of the first full week of the following month.
Fleet	Fleet - Billing is complete by the end of the first full week of the following month.
Mail Services	Billing is usually begun during the 3rd week of the month and continues weekly (by each Friday) thereafter until Month-End Close.
Motor Pool	Billing is completed by Friday of every week.
Print Shop	Billing is usually begun during the last week of the month and continues into the 1st and 2nd week of the next month until Month-End Close.
Quick Copy	Billing is completed by Friday of every week