

FY23 Laboratory Animal Resources billing cycles and close dates

Period	Billing cycle dates		# of days in billing cycle	Projected Billing Close Date
	TO	FROM		
1	07/01/22	07/20/22	20	07/27/22
2	07/21/22	08/20/22	31	08/26/22
3	08/21/22	09/20/22	31	09/27/22
4	09/21/22	10/20/22	30	10/26/22
5	10/21/22	11/20/22	31	11/28/22
6	11/21/22	12/20/22	30	12/23/22
7	12/21/22	01/20/23	31	01/26/23
8	01/21/23	02/20/23	31	02/24/23
9	02/21/23	03/20/23	28	03/28/23
10	03/21/23	04/20/23	31	04/26/23
11	04/21/23	05/20/23	30	05/26/23
12	05/21/23	06/20/23	31	06/26/23
13	06/21/23	06/30/23	10	Btw 7/3/23 - 7/6/23

TBD

1. Allocation requests: Weans/Splits/Joins/Transfers/Terminations with an effective date in the billing cycle should be submitted by the 21st of the month to ensure they are finalized prior to the billing close date.
2. Animal Purchases & Per diems charges will be available for review on the 21st of each month or the next scheduled business day if this falls on a weekend.
3. Special Services/Supplies are manually entered. These are typically entered on the 21st of the month or the next business day if this falls on the weekend.
4. Instructions on how to View Billing or submit an Allocation can be found at: <https://www.research.colostate.edu/lar/instructional-pages/>
5. Projected Billing Close Date is the date the invoices are uploaded to the Quali Financial System overnight.
6. Dates are subject to change in the event of unplanned university closures.