

Payment Policy

The LARC has been working with Sergio Blanco to streamline our billing process and reduce errors in our billing. Here are the highlights:

- We are transitioning from the 3x5 purple census cards to larger census sheets. This will make it easier for lab staff to **document** changes in animal numbers due to euthanasias, transfers, weanings, etc., as well as **initial** the changes. This will help us to know who to contact if we have a question.
- Census counts will be done by the LARC most weeks on Fridays after noon. We ask that your staff also does counts on those days **by noon** and record and initial it on the census sheets. This will allow us to immediately identify any discrepancies between your count and ours, and address it in a timely manner.

We realize that Investigators like to know when to expect their invoice, and like to know when it needs to be paid. We are publishing this schedule below so you can put it into your calendar if you are so inclined.

If the LARC hasn't heard from you on the payment due date, at 4 p.m. we will email you and call you. If we have not heard from you by 4:30, we will use the FOP provided for the previous month.

If you are going to be out of town, please let us know to whom we should send the invoice and/or let us know how you would like the charges split to prevent the incorrect FOP from being charged.

Time	Invoices due to PI by:	Payment due to LARC by:
January	4 th	6 th
February	3 rd	7 th
March	3 rd	7 th
April	5 th	7 th
May	3 rd	5 th
June	5 th	7 th
July	6 th	7 th *
August	3 rd	7 th
September	6 th	Noon on 8 th *
October	4 th	6 th
November	3 rd	7 th
December	5 th	7 th

*July and September are especially tight months due to the holiday.