

2020/21 OASIS CBI/CBF Monthly Invoice Submission Dates

September.....	30
October.....	30
November.....	24
December.....	18 OR submit with January's invoice
January.....	29
February.....	26
March.....	31
April.....	30
May.....	28
June.....	11

Please follow these instructions when submitting invoices to the OASIS office. This will ensure prompt payment.

1. Only use the current invoice form found on the OASIS website and fill it out completely. Failure to do so could result in a delay of your payment.
2. Invoices are to be filled out by the CBI or CBF — **not** OASIS families.
3. Please be aware of the hourly limits for PE and Fine Arts for OASIS students. Refer to the bottom of the invoice form for this information.
4. Make sure the invoice is dated and given an invoice number.
5. Enter the class name and subject area.
6. Service dates need to be individual dates, not just the month. Enter each lesson's date along with the student's grade level and number of hours/week. These are required by the state.
7. Specify if your rates are hourly, weekly, or monthly.
8. Enter the total for each particular class, and then enter the grand total for the month.
9. Invoices must be signed (an electronic signature is acceptable).
10. Invoices must be submitted via email in PDF format, faxed, or mailed. **PLEASE** do not use your cell phone to photograph and send invoices. The results are often not readable and can delay payment.
11. Please note that the process for CBI payment is a multi-step process. Your patience is appreciated.

Submit invoices by: **email:** oasiscbi@orcas.k12.wa.us
fax: 360.376.1524
mail: OASIS K-12, 611 School Road, Eastsound, WA 98245