



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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SA Contractor Broadcast MSG0149

August 10, 2011

TO: Executive Directors
Substance Abuse and Tobacco Contractors

FROM: Juanita Salazar, Unit Manager 
Substance Abuse Contracts Management Unit
Mental Health and Substance Abuse Division

SUBJECT: **End of the Year Deadlines for Processing Invoices, Vouchers and Client Billing Claims**

The Chief Financial Office (CFO) Division of the Department of State Health Services (DSHS) has established FY 2011 end of year deadlines for processing invoices, vouchers and client billing claims as follows:

For Non-CMBHS Invoicing:

Invoices or vouchers must be received no later than **noon**, on **Monday, August 15, 2011**, to be processed in August. This includes all invoices that are not entered electronically through CMBHS.

For Invoicing Through CMBHS:

CMBHS invoices or client billing claims must be submitted electronically no later than **5:00 PM**, on **Tuesday, August 23, 2011**, to be processed in August.

Direct deposit will take approximately 5 to 7 business days after approval in DSHS accounting system for receipt by contractor. Please allow additional time for delivery of warrants. Some circumstances beyond our control may prevent your invoice, vouchers, or client billing claims from being processed in August even if submitted by the deadline. Payment requests received after the established deadlines will be processed in the DSHS accounting system after September 1, 2011.

Should you have any questions regarding this information, please contact your assigned Contract Manager.