



St. Benedict Technology Consortium Billing Procedures

I. Membership/Support

SBTC Membership is invoiced in advance. Membership will be invoiced in quarterly installments on the first day of the fiscal quarter with NET 30 terms. For example, invoices covering the first quarter of Membership (July 1 – September 30) will be mailed approximately July 1 and are expected to be paid by August 1. Alternatively, member organizations may wish to make one lump sum payment based on receipt of grants or other financial considerations.

If Membership remains unpaid for 60 days, the SBTC member organization contact will receive a statement of account notification. While SBTC strives to provide the highest level of IT support to all Archdiocesan entities regardless of financial status, SBTC will be forced to suspend support should Membership remain unpaid for 90 days.

II. Equipment Purchasing

All SBTC-facilitated purchases must be approved by designated member(s) of the member organization's administrative team. Invoices for equipment less than \$2,000 in value will be mailed on the date the equipment is purchased with NET 30 terms. Equipment orders exceeding \$2,000 in value require a 50% payment upon purchase authorization with the remaining balance to be paid within 30 days of deployment. Accounts must be current in order to request equipment purchasing.

SBTC reserves the right to withhold equipment purchases and deployment in cases of accounts delinquent by \$1,000 or more over 30 days.

III. Project Work

Similar to equipment purchasing, infrastructure and networking projects must be approved by designated member(s) of the member organization's administrative team. Projects under \$2,000 in cost will be invoiced upon authorization with NET 30 Terms; projects exceeding that amount will be invoiced 50% upon authorization and 50% upon completion, with NET 30 terms. For these larger projects, the initial 50% deposit must be received prior to the start of work or project scheduling. Accounts must be current in order to request project work.

IV. Especially Delinquent Accounts

As a non-for-profit Archdiocesan entity, SBTC makes every effort to make the billing process as transparent and seamless as possible for its member organizations. SBTC supports Archdiocesan entities of all financial strata. SBTC recognizes that from time to time, any organization may experience cash flow challenges. SBTC simply asks that those considerations be properly communicated so that appropriate support may be implemented and the most cost-beneficial equipment deployed.