

September 29, 2015

TO: Department of Enterprise Services Customers
FROM: Department of Enterprise Services Finance Division
SUBJECT: Department of Enterprise Services Billing Changes

This memo is notification of some changes you will see in your bill. These changes will be effective for the 2015-17 biennium.

Central Service Billing Model

The Office of Financial Management (OFM) posted a report on their website (<http://www.ofm.wa.gov/budget/instructions/allotment/2015-17centralservicecharges.pdf>) for estimated central service billing charges. These numbers round to the nearest thousand.

The Department of Enterprise Services (DES) posted a report by Agency, by fee on our website located at: <http://des.wa.gov/about/AboutDES/Rates/Pages/default.aspx>. This report shows each fee to the nearest dollar.

Invoice Changes

DES streamlined some processes for the billings. The following chart identifies how many invoices Agencies will receive, and what each invoice will include. The table shows the changes Agencies will see between the 13-15 invoices, and the 15-17 invoices.

	<u>13-15 Invoicing Structure</u>	<u>15-17 Invoicing Structure</u>
Invoice 1	Maintenance & Operations Utilities Public & Historic Real Estate Services	Maintenance & Operations Utilities Public & Historic Perry Street Childcare Finance Cost Recovery
Invoice 2	Parking	Parking
Invoice 3	Finance Cost Recovery	Real Estate Services (now two line items on one bill) - Lease Renewal - Design Services
Invoice 4	Perry Street Childcare	Finance Cost Recovery*

*Tenants in the Highway License Building and the Natural Resources Building will have a separate invoice (4th invoice) for the Finance Cost Recovery. This separate invoice is necessitated due to the funding source of the debt service payments.

For questions or comments, please send an email DESAccountsReceivable@des.wa.gov, DESBudget@des.wa.gov or call 360-407-8205.

Thank you for your business.