Appendix G
Annual Timeline

July
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.
- Identify existing Auxiliary and Sponsored individual accounts
- Identify individuals with existing Enhanced e-mail accounts
- Identify existing Enhanced or Secondary organizational accounts
- Prepare reports on each of the above chargeable account types

August
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.
- Forward reports on annually chargeable accounts to responsible departments/auxiliaries (billing coordinators) for review

September
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.
- Departments/auxiliaries respond to ITS to request any modifications to their chargeable accounts by the end of the month

October
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

November
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

December
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.
- Assess cost model and determine account costing for the upcoming Fiscal Year

January
- Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

Revision Date: 9/17/2002
Cal Poly
Core Computer Account Policy
Appendix G
Annual Timeline

February
♦ Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

March
♦ Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

April
♦ Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

May
♦ Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

June
♦ Identify Auxiliary and Sponsored accounts created during the previous month; bill appropriate departments for set up costs for new Sponsored accounts; and add all new accounts to monthly billing cycle for annual fees.

1 Chargeable accounts will be used in this Appendix to reference all auxiliary, sponsored, and enhanced e-mail accounts for individuals as well as enhanced and secondary organizational accounts.