How to View Monthly Billing Statements for UCIT Charges

If you do not currently have access to view your monthly billing statement, please submit a GetIT request for viewing rights.

This is the link to view your Monthly Billing Statements as well as place a GetIT order:

http://www.uc.edu/ucit/faculty-staff/business-affairs.html

Once you reach this page, click on View Monthly GetIT Statements

This will bring you to a log in screen asking for your UC credentials.
You will arrive at this page and you should select your department in the drop down and click “continue”.
This will bring you to all of the monthly statements you have access to. Click on the most current billing date and it will bring you to your statement.

If you have more than one cost center, you can choose to “view all” at once or just at a time.
If you choose “view all” your screen will look like this. Each of the red budget strings have further detail.

To view this, click on the budget string to see the details of this charge.

This shows each person that you are being billed for and the service description, along with the charge.

If you see that you are being billed for an employee that has left UC or your department, or no longer needs the service, you will need to place a GetIT order to discontinue that charge.