



Invoice Report (Deliverables Base)

Project #: _____

Project Title: _____

Vendor (Agency): _____

Month/Year Being Invoiced: _____

University Invoice #: _____

Expenditure Information		
Deliverable/Task.SubTask:	Due Date:	Actual Amount:
Invoice Total (total of the amounts above):		

Fiscal Year Budget					
FY:	FY Budget:	FY Budget Thru Current Month:	FY Amount Paid:	% Spent of Scheduled:	FY Balance:

University Comments:

Notes

The Invoice Report should reflect the deliverable(s) due for a specific month on the Project Deliverables Table. The associated deliverables must be received by TxDOT (RTIMAIN@txdot.gov) prior to invoicing and should correspond to the "Month/Year Being Invoiced", in particular those deliverables with due dates at the end of the Month/Year.

Instructions for specific fields:

- **Month/Year Being Invoiced** (e.g., "01/2017"): This should correspond to the timeframe when costs on the invoice were incurred. Each Month/Year should only be invoiced once, except for the last month of the fiscal year during which the project is active. The goal is for each invoice to represent a single Month/Year.
- **University Invoice #:** This should be a unique number (not, for example, "005").
- **Expenditure Information:**
 - **Deliverable/Task.SubTask:** Information should come from the Project Deliverables Table in the project agreement. Each Deliverable/Task.SubTask should only be invoiced once. If a deliverable is listed on a single row on the Project Deliverables Table, the deliverable's name should be listed here. If a deliverable is listed on multiple rows on the Project Deliverables Table, the Task.SubTask# should be listed here. Each row on the Invoice Report should be identifiable with a single row on the Project Deliverables Table.
 - **Due Date:** Information should come from the Project Deliverables Table in the project agreement.
 - **Actual Amount:** This should reflect the total of actual costs on the invoice related to that Deliverable/Task.SubTask, including indirect costs.
 - **Invoice Total:** This should be the total invoice amount to be paid and should be the sum of the amounts for the individual Deliverables/Task.SubTasks listed above.
- **FY Budget Thru Current Month (FYBCM):** This represents the running total of monthly budget forecast amounts for the fiscal year from the Project Deliverables Table, through the "Month/Year Being Invoiced."
- **FY Amount Paid (FYAP):** This is the cumulative total for all invoices submitted to date for the fiscal year, including the current invoice.
- **% Spent of Scheduled:** This is the "FY Amount Paid (FYAP)" as a percentage of the "FY Budget Thru Current Month (FYBCM)", or FYAP/FYBCM %. This figure measures how actual spending compares to scheduled spending as laid out in the Project Deliverables Table.
- **FY Balance:** This is the "FY Budget" minus the "FY Amount Paid."

The Invoice Report should be submitted as the first page of the university invoice (PDF). Invoices should be submitted to RTI_INVOICES@txdot.gov.