



# Invoice Report (Deliverables Base)

Project #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Vendor (Agency): \_\_\_\_\_

Month/Year Being Invoiced: \_\_\_\_\_

University Invoice #: \_\_\_\_\_

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

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](mailto:RTI_INVOICES@txdot.gov).