

## OUTLAY REPORT INSTRUCTIONS

### Information & Certification Tab

*TWDB will complete all available information on this tab when we send the original template to you.*

**You will need to complete the following information**

**Outlay Request #**

**Time Period Covered (This Outlay)**

**Request Status (Check Yes or No)**

**Verify Contact Information and Update if necessary**

**Certification Signature, Date and Telephone Number**

***This form should be signed and submitted in .pdf format electronically***

**Requested Reimbursement Amount (Cell is Autosum)**

***No Entry Needed (Autosum may not apply to older workbooks)***

### Invoice Ledger Tab (enter at least one line for each invoice submitted)

*This tab should be used for the entire project and all invoices should be recorded here.*

**Outlay #**

**Loan/Grant #**

**Invoice Date**

**Vendor Name**

**Invoice #**

**Invoice Amount**

**Requested Amount**

*Approved Amount (This will be completed by TWDB)*

**Budget Sub-Category (Select from dropdown menu)**

**Budget Description (Enter description here if applicable)**

***This form should be submitted in excel format electronically***

***A copy of all invoices is required and may be submitted in .pdf format electronically***

### Budget Drop Downs Tab

No entry - This is a locked list of Budget categories

Not all categories will be applicable to your project

You may use only those for which your budget was approved

Email address for submitting Outlays: [outlays@twdb.texas.gov](mailto:outlays@twdb.texas.gov)

***NEVER round your request. Your disbursement will be rounded automatically to the nearest bond increment if your loan is secured with Bonds. This rounding is based upon the cumulative requests that have been submitted and approved.***