

This form should be printed after completion, routed for Authorized Signature and sent to TWDB at [outlays@twdb.texas.gov](mailto:outlays@twdb.texas.gov) in .pdf format

**Entity XYZ**

**Project #: 12345**

**Total Project Cost**

**\$20,000,000.00**

**IUP Year: 2008**

*(Required for SRF Programs)*

Is this the final Request?

Yes

No

Enter Current Outlay Request #  
Outlay Request #

Time Period Covered (This Outlay)  
From: Enter Report Beginning Date To: Enter Report Ending Date

Requested Reimbursement/Advance Amount: \$ Enter Amount being requested

Check the appropriate box

Program	Loan/Grant #	Expiration Date	Commitment Date	Closing Date	Amount
CWSRF	L123456	12/31/10	01/01/10	05/10/10	\$ 20,000,000.00
<b>TOTAL</b>					<b>\$ 20,000,000.00</b>

Entity: Entity XYZ  
Entity Address: 123 Texas Avenue  
City, State, ZIP: Entity, Texas 78701

Contact: Enter the Project Contact Person and their information here - please be sure to update this information as needed  
Contact Title:  
Contact Phone:  
Contact Fax:  
Contact Email:

Outlay Contact: Enter the Outlay Contact Person and their information here - please be sure to update this information as needed  
Outlay Contact Title:  
Outlay Contact Phone:  
Outlay Contact Fax:  
Outlay Contact Email:

**Certification:** I certify that to the best of my knowledge and belief that the billed costs hereon are in accordance with the above mentioned contract(s) and all work performed is in accordance with said contract(s).

Signature of an Authorized Representative is **REQUIRED**  
Signature and Title of Authorized Representative  
Print or Type the Authorized Representative's Name and Title here  
Print or Type Name and Title of Representative Signing

Enter the date signed  
Date Signed  
Enter the phone number of the person signing  
Telephone Number

This form should be sent to TWDB at [outlays@twdb.texas.gov](mailto:outlays@twdb.texas.gov) in Excel format

## Invoice Ledger

Entity XYZ

Project # 12345

<u>Outlay #</u>	<u>Loan/Grant#</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Amount</u>	<u>Requested Amount</u>	<u>Approved Amount</u>	<u>Budget Sub-Category</u>	<u>Budget Description</u>
Enter the Outlay #	L123456	Enter the Invoice Date	Enter the Vendor Name	Enter the Vendor's Invoice Number	Enter the Invoice Total	Enter the amount of this invoice that you are requesting in this Budget Category		Select the appropriate Budget Category from the Drop Down for this expense	If you have a Budget Category that says "(Describe)" please enter the appropriate description here.

One invoice may be listed multiple times if it contains expenses for multiple Budget Categories. Enter the TOTAL invoice amount in the Invoice Amount Field each time and the Requested Amount for each Budget Category.

Copies of all invoices listed on this form should be sent electronically to TWDB at [outlays@twdb.texas.gov](mailto:outlays@twdb.texas.gov) in .pdf format in the order in which they are listed.

<b>Budget Entity XYZ</b>					
		<b>Project #: 12345</b>	<b>Loan/Grant #: CWSRF</b>	<b>L123456</b>	
<b>Budget Category</b>	<b>ORIGINAL Board Approved Budget at Commitment (XX/XX/XX)</b>	<b>Closing Memo (XX/XX/XX)</b>	<b>Adjusted Budget (XX/XX/XX)</b>		<b>CURRENT BUDGET</b>
Construction	15,500,000.00	15,500,000.00	15,500,000.00		15,500,000.00
Planning Engineering	225,000.00	225,000.00	225,000.00		225,000.00
Design Engineering	1,200,000.00	1,200,000.00	1,200,000.00		1,200,000.00
Construction Engineering	125,000.00	125,000.00	125,000.00		125,000.00
Environmental	50,000.00	50,000.00	50,000.00		50,000.00
Surveying	100,000.00	100,000.00	100,000.00		100,000.00
Special Services	300,000.00	300,000.00	300,000.00		300,000.00
O&M Manual	100,000.00	100,000.00	100,000.00		100,000.00
Permits	200,000.00	200,000.00	200,000.00		200,000.00
Financial Advisor	117,000.00	117,000.00	70,435.79		70,435.79
Bond Counsel	35,000.00	35,000.00	34,143.21		34,143.21
Issuance Costs	18,000.00	18,000.00	2,500.00		2,500.00
Bond Insurance/Surety	0.00	132,411.00	132,411.00		132,411.00
Loan Origination Fee	363,279.00	363,279.00	363,279.00		363,279.00
Contingency	1,666,721.00	1,534,310.00	1,587,231.00		1,587,231.00
Geotechnical	0.00	0.00	10,000.00		10,000.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
<b>TOTALS</b>	<b>\$ 20,000,000.00</b>	<b>\$ 20,000,000.00</b>	<b>\$ 20,000,000.00</b>	<b>\$ -</b>	<b>\$ 20,000,000.00</b>

These are your approved Budget Categories. These are the only categories that you may submit expenses against. Changes to the categories and their amounts can only be done through your TWDB Project Review Engineer.



Administration
Application
Basic Engineering Other (Describe)
Bond Counsel
Bond Insurance/Surety
Bond Reserve Fund
Capacity Buy-in
Capitalized Interest
Construction
Construction Contract
Construction Engineering
Contingency
Design
Environmental
Financial Advisor
Fiscal/Legal
Geotechnical
I/I Studies/Sewer Evaluation
Inspection
Issuance Costs
Land/Easements Acquisition
Loan Origination Fee
O&M Manual
Other (Describe)
Permits
Pilot Testing
Planning
Project Legal Expenses
Project Management (by engineer)
Special Service Other (Describe)
Surveying
Testing
Water Conservation Plan
Water Distribution Modeling
Water Rights Purchase

These are the Budget Categories available for all TWDB Projects. We try to customize your template to only include those applicable to your project. This tab is what creates your drop down list on the invoice ledger.



## 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)**

**Requested Reimbursement Amount (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***

### 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.***