

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

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.