Enter Current Outlay Request #

Entity XYZ

Project #: 12345

Outlay Request # `1`

Total Commitment Cost

Time Period Covered (This Outlay)

Enter Report Beginning Date From: `_____` To: `_____` **Enter Report Ending Date**

$830,000.00

Requested Amount: `$          -` **No Entry Required (Autosum may not apply to older workbooks)**

IUP Year: 2023   *(Required for SRF Programs)*   **Is this the final Request?** ☐ Yes ☑ No

Check the appropriate box

Program	Commitment #	Expiration Date	Commitment Date	Closing Date	Amount
DWSRF	L123456	11/30/24	11/09/23	02/27/24	$830,000.00
					TOTAL $ 830,000.00

Entity: Entity Address: City, State, ZIP:	Entity XYZ 123 Texas Avn. Entity, TX 78701

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

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

Certification: I certify that, to the best of my knowledge and belief, the billed costs listed above (or attached) are in accordance with the above-mentioned contract(s) and all work performed, including any overnight travel claimed, are in accordance with said contract(s). I also confirm that any travel-related expenses have complied with the State of Texas Comptroller's published allowable limits and are subject to verification.

Signature of an Authorized Representative is REQUIRED

Enter the date signed

Signature and Title of Authorized Representative   Date Signed

Print or Type the Authorized Representative's Name and Title here

Enter the phone number of the person signing

Print or Type Name and Title of Representative Signing   Telephone Number

Rev. 01/24

Invoice Ledger

Entity XYZ

Project #   12345

Outlay #	Loan/Grant #	Date	Vendor	Invoice #	Invoice Amount	Requested Amount	Approved Amount	Budget Sub-Category	Budget Description

Enter the Outlay #

Enter the Invoice Date

Enter your TWDB Loan or Grant #

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 in PDF format in the order in which they are listed.

Rev. 01/24

Budget

Entity XYZ   **Project #:** 12345   **Commitment #:**   L123456   DWSRF

Budget Category	ORIGINAL Board Approved Budget at Commitment 11/09/23	Closing Memo (XX/XX/XX)	Adjusted Budget (XX/XX/XX)		CURRENT BUDGET
Bond Counsel	20,000.00				20,000.00
Construction	670,000.00				670,000.00
Construction Engineering	5,000.00				5,000.00
Contingency	18,852.00				18,852.00
Design	21,000.00				21,000.00
Environmental	5,000.00				5,000.00
Financial Advisor	17,500.00				17,500.00
Fiscal/Legal	800.00				800.00
Inspection	40,000.00				40,000.00
Issuance Costs	880.00				880.00
Loan Origination Fee	15,968.00				15,968.00
Surveying	15,000.00				15,000.00
					0.00
					0.00
TOTALS	$ 830,000.00	$ -	$ -	$ -	$ 830,000.00

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.

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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.

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**

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.