

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 #	Enter your TWDB Loan or Grant #	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.