

INVOICES

- Monthly invoices are to arrive no later than the tenth (10th) day of the month for services provided during the preceding month.
- The U.S. Probation Office for the Western District of Texas strongly encourages vendors to submit invoices electronically. Please email Daniel Martinez at: danny_martinez@txwp.uscourts.gov to receive your template and instructions. The vendor will need Microsoft Excel and an internet connection.

INVOICES

- The following pages are samples of the invoice a provider will send monthly.
- Invoices are signed by the designated Authorized Administrator as listed on the Solicitation/Offer/Acceptance Form (AO367)
- List services by client in alphabetical order under Part B.
- Although the Statement of Work directs the vendor to submit three copies of the invoice, the WD/TX only needs one.

Invoice - Attachments

- A Monthly Treatment Report (MTR) Form 46 is on the next page. This form is available electronically in the Forms List and is fillable. We strongly recommend completing the form on the computer. List all services provided by Project Code. Send the original to the officer, a copy with your invoice, and keep a copy for your file.
- List the date copayments were made.
- List all urine test results, if applicable.
- Complete Section 10. You will complete this section if you are conducting counseling services. If, for example, you only provide polygraph exams, evaluations, substance abuse medication, etc., there is no need to complete this section.

Invoice – Attachments

- The Daily Treatment Log is on the next page. It is also in the Forms List. It is used to record all counseling sessions. The vendor will complete one form per client per month. Submit this form along with your invoice and the Monthly Treatment Report (Form 46).
- List the Project Code for the Purpose of the Visit.
- List all “No Shows” on this form. Include the date the client failed to appear as directed for the evaluation or counseling session. The vendor shall place their initials on that entry.

Invoice – Attachments

- The Testing Logs are on the next two pages and are also available in the Forms List. The Urinalysis Log is used to record all urine collection, while the Sweat Patch Log is used to record the application and removal of Sweat Patches if your Agreement includes that service.
- The vendor will complete one form per client per month. Submit this form along with your invoice and the Monthly Treatment Report (Form 46) and Daily Treatment Log.
- There is no need to fill out the Bar Code Number or Special Tests.
- Since we collect copay on a monthly flat fee, the vendor will not need to list copay on the Testing Log.
- List all “No Shows” on this form. Include the date the client failed to appear. The vendor shall place their initials on that entry.

