

INVOICES

- Monthly invoices are to arrive no later than the tenth (10th) day of the month for services provided during the preceding month.
- Mail invoices to the attention of Daniel Martinez, 727 E. Cesar E. Chavez Blvd., Suite B-310, San Antonio, TX 78206.
- The U.S. Probation Office for the Western District of Texas strongly encourages vendors to submit invoices electronically. Contact Daniel Martinez at danny_martinez@txwp.uscourts.gov for further details.

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. One line for each service.

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
TREATMENT SERVICES INVOICE**

INVOICE DETAIL

Fill-in the relevant information. The total units of each service rendered and their unit price will be transferred to the invoice on the next page
(PART B)

Entries below will automatically total and carry to Prob. Summary Tab

1.CLIENT NAME	2.CLIENT NUMBER	3. DATES OF SERVICE	4. SERVICE RENDERED	5. QUANTITY (UNITS)	6. UNIT PRICE	7. COST	8. CO-PAY REQUIRED	9. CO-PAY RECEIVED
Moose, Bullwinkle	1959	4/9/2011	5012	1.00	\$ 80.00	\$ 80.00	\$ 40.00	\$ 40.00
Moose, Bullwinkle	1959	4/9/2011	5025	1.00	\$ 375.00	\$ 375.00	\$ -	\$ -
Squirrel, Rocket	1964	4/6/2011	6012	2.00	\$ 40.00	\$ 80.00	\$ 20.00	\$ 20.00
Squirrel, Rocket	1964	4/11/2011	6022	3.00	\$ 12.00	\$ 36.00	\$ -	\$ -
Squirrel, Rocket	1964	4/25/2011	6022	3.00	\$ 12.00	\$ 36.00	\$ -	\$ -
Badenov, Boris	2000	4/4/2011	6012	2.00	\$ 40.00	\$ 80.00	\$ 20.00	\$ 20.00
Badenov, Boris	2000	4/15/2011	6032	2.00	\$ 40.00	\$ 80.00	\$ -	\$ -
Peabody, Mister	1985	4/7/2011	6012	2.00	\$ 40.00	\$ 80.00	\$ 80.00	\$ 80.00
Peabody, Mister	1985	4/23/2011	6091	2.00	\$ 40.00	\$ 80.00	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -

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.
- Note that if the client is receiving urinalysis services only (Project Codes 1010), an MTR is not required.
- 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.

