

**Find
this instruction page,
an invoice template,
and more at:
www.theTRC.org**

REGION XXV

123 Main Street
Anytown, Texas 78000

*If you don't have
an invoice
template,
use our version
on your own
letterhead...*

DATE: **December 15, 2006**

*Always reference
your subaward
number from
your contract.*

REF: **UTA06-000**

*Be sure you always include
the accurate billing period
and invoice date...*

The University of Texas at Austin
Center for Science and Mathematics Education
**Texas Regional Collaboratives
for Excellence in Science & Mathematics Teaching**
Attention: Jeffrey A. Early
1 University Station D5500
Austin, Texas 78712-0377

*If you don't have an
invoice template,
number your invoices
TRC-01, TRC-02, etc.
Also, use the dropdown
menu or write "FINAL"
on your last invoice.*

INVOICE # **TRC-01**
<SELECT ONE>

Billing Period: **09/01/05-12/15/06**

Budget Line Item and Category		Amount Requested
01	Payroll Cost (Salary + Fringe)	\$ 7,120.00
02	Consultants / Purchased Services	\$ 5,500.00
03	Office Supplies and Materials	\$ 1,215.00
04	ITM Travel	\$ 0.00
05	TOTAL Participant Costs (STM / CM)	\$ 22,192.00
06	IDC (max 8% of subtotal)	\$ 0.00

*Breakout every budget
line item in the invoice.*

*This is one more way to
assure billing is accurate
throughout grant cycle.*

TOTAL AMOUNT REQUESTED

\$ 36,027.00

Project Director Signature

Business Office Signature

*Two signatures again
ensure that
project directors and
business offices
are on the same page—
literally.*

**Project Directors:
Give a
copy of this
document to your
business office
right away!**